

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

## **2010 National SBIR Conference**

Connecticut Convention Center, Hartford, CT  
April 20-23, 2010

### **EXHIBITOR INFORMATION & ORDER FORMS**

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

Schedule: Exhibitor set up is on Tuesday, April 20, 2010 from 1:00 pm-4:00 pm and Wednesday, April 21, 2010 from 8:00 am- 11:00 am. Exhibitor breakdown is on Friday, April 23, 2010 at noon.

#### **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 Page 2). Full payment must accompany all orders by **Tuesday, April 13, 2010** unless otherwise noted. The forms are:

- **Furnishings & Accessories Order Form-Table Orders Only** *After 4/13/10, 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 Connecticut Convention Center. However, shipments to the Connecticut Convention Center can arrive at the facility on setup day(s) only.
- **Labor Order Form**  
Exhibitors can set up and takedown their own exhibits. However, they are not permitted to use an outside contractor such as a display company or other-non employee personnel. If you require labor services, you must use Demers Exposition Services.
- **Floral Order**

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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## **Your Booth Information**

### Your Booth (applies to) Platinum Sponsors only:

- 10' x 20' Booth in Foyer
- One (1) 8' high backwall drape
- Two (2) 3' high sidewall drapes
- One(1) 7" x 44" I.D. Sign
- One (1) 6' draped table
- Two (2) folding chairs

### Your Booth (applies to) Gold Sponsors only:

- 10' x 15' Booth in Foyer
- One (1) 8' high backwall drape
- Two (2) 3' high sidewall drapes
- One(1) 7" x 44" I.D. Sign
- One (1) 6' draped table
- Two (2) folding chairs

### Your Booth (applies to) Silver Sponsors only:

- 10' x 10' Booth in Foyer
- One (1) 8' high backwall drape
- Two (2) 3' high sidewall drapes
- One(1) 7" x 44" I.D. Sign
- One (1) 6' draped table
- Two (2) folding chairs

### Your Booth (applies to) Bronze AND Copper Sponsors:

- 10' x 10' Booth in Exhibit Hall
- One (1) 8' high backwall drape
- Two (2) 3' high sidewall drapes
- One(1) 7" x 44" I.D. Sign
- One (1) 6' draped table
- Two (2) folding chairs

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## FURNISHINGS & ACCESSORIES ORDER FORM

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	125.00	146.00	
	9' x 20' Carpet	215.00	245.00	
	9' x 30' Carpet	287.00	382.00	
	9' x 40' Carpet	379.00	471.00	
<i>Carpet Color:</i> ___ Gray ___ Blue ___ Red ___ Burgundy ___ Emerald Green				
<b>SPECIAL CUT CARPETING</b> Includes Taping				
Booth Size: ___ ft. x ___ ft. = ___ sq. ft. x \$3.30 = ___				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	35.00	46.00	
	Padded side chair	38.00	46.00	
	Tubular folding chair	15.00	20.25	
	Upholstered bar stool	46.00	60.00	

SPECIAL DRAPERY/SKIRTING				
QTY		Advance	Floor	Subtotal
	8' high drapery per linear foot	4.50	6.50	
	3' high drapery per linear foot	4.00	5.00	
	13'-long table skirting	50.00	65.00	
<i>Color:</i> ___ Gray ___ Blue ___ Red ___ Black ___ White ___ Green ___ Burgundy				

DRAPED TABLES				
<i>Drape Color:</i> ___ Gray ___ Blue ___ Red ___ Black ___ White ___ Green ___ Burgundy				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	73.00	88.00	
	2' x 6' x 30" high	98.00	106.00	
	2' x 8' x 30" high	108.00	124.00	
	2' x 4' x 40" high	87.00	101.00	
	2' x 6' x 40" high	109.00	115.50	
	2' x 8' x 40" high	116.00	135.00	

ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Aluminum Rail/linear foot	3.00	3.50	
	Clothes Tree (Chrome)	50.00	75.00	
	Easel (Tripod Display)	35.00	40.00	
	Garment Rack	65.00	95.00	
	Panelboard (4' x 8')	295.00	395.00	
	Pegboard (4' x 8' White)	295.00	395.00	
	Stage (4' x 4' all heights)	85.00	105.00	
	Stage (4' x 4' w/carpet & skirt)	145.00	205.00	
	Stanchion Post (Chrome)	45.00	56.00	
	Stanchion Cord/linear foot	6.00	12.00	
	Waste Basket	16.00	28.00	

UNDRAPED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	52.00	59.00	
	2' x 6' x 30" high	58.00	65.00	
	2' x 8' x 30" high	65.00	78.00	
	2' x 4' x 40" high	59.00	71.00	
	2' x 6' x 40" high	66.00	78.00	
	2' x 8' x 40" high	72.00	80.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	45.00	65.00	
	6' x 10" undraped	47.00	70.00	
	4' x 10" draped	75.00	90.00	
	6' x 10" draped	80.00	105.00	

*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: Tuesday, April 13, 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 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: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

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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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## **MATERIAL HANDLING RULES AND REGULATIONS**

### **MATERIAL HANDLING**

Union regulations require that the official material handling contractor off load all equipment and display materials for **ALL** trucks larger than 14', including box rental trucks and all rental vans, using the loading dock. The use of fork trucks, pallet jacks and lift gates are permitted by personnel of the official drayage contractor. There will be a 20 minute time limit in loading dock for unloading.

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 employee** of the exhibiting company (**PROPER ID WILL BE REQUIRED**).

They may load/unload uncrated materials from a mini-van, car, station wagon or pick up truck owned by the exhibiting company.

They may use **ONLY** hand-operated equipment, which they have provided; two-wheeled hand trucks and four- wheeled flat carts are permitted.

### **LABOR REGULATIONS**

Exhibitors are permitted to set-up and take down their own exhibits. They may only use three bonafide employees. Any personnel required after three people will be hired through Demers Expo. Please refer to labor order form for details.

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## MATERIAL HANDLING SERVICES ORDER FORM

Materials can be shipped in advance to Demers Warehouse or directly to the Rhode Island Convention Center. *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 Connecticut Convention Center's loading dock.

### ADVANCE SHIPPING ADDRESS – TO DEMERS WAREHOUSE

*Please use enclosed labels on all pieces*

TO: (Name of Exhibitor & Booth Number)  
FOR: **2010 National SBIR Conference**  
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: Tuesday, April 13, 2010.**

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

**Rate:**

Common Carrier: \$60.00 per cwt (100 lbs.) *per shipment.*

Specialized Carrier: \$65.00 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.

**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 \$10.00 per cwt, \$70.00 minimum.

### DIRECT SHIPPING ADDRESS – TO EVENT SITE

*Please use enclosed labels on all pieces*

TO: (Name of Exhibitor & Booth Number)  
FOR: **2010 National SBIR Conference**  
c/o Demers Exposition Services, Inc.  
CT Convention Center  
100 Columbus Blvd  
Hartford, CT 06103

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:**

Common Carrier: \$55.00 per cwt (100 lbs.) *per shipment.*

Specialized Carrier: \$65.00 per cwt (100 lbs.) *per shipment*

POV/Company Truck Carrier: \$53.00 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, April 13, 2009** (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.	see rates above	200lbs.	\$
SHIPMENT 2			lbs.	see rates above	200lbs.	\$
SHIPMENT 3			lbs.	see rates above	200lbs.	\$
SHIPMENT 4			lbs.	see rates above	200lbs.	\$
<b>RETURN TO DES</b>	<b>DES</b>		lbs.	see rates above	200lbs.	\$

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

**LATE SHIPMENT(s) to DES Warehouse** \$ 10.00/cwt      \$70.00 minimum      \$

<b>Total estimated charges</b>		
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**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: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Address: \_\_\_\_\_ Ordered by: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Authorized by: \_\_\_\_\_ FAX: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_


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PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS


PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS


<h1>RUSH!</h1>	D E S  F R E I G H T
TO: _____ <i>EXHIBITING COMPANY</i> <b>2010 National SBIR Conference</b> <i>EVENT NAME</i>	
_____ <i>BOOTH NUMBER(s)</i>	
<b>c/o Demers Exposition Services, Inc.</b> 180 Johnson Street Middletown, CT 06457	
Carrier _____	
Number _____ of _____ pieces	
 SBRI April 20-23, 2010	

<h1>RUSH!</h1>	D E S  F R E I G H T
TO: _____ <i>EXHIBITING COMPANY</i> <b>2010 National SBIR Conference</b> <i>EVENT NAME</i>	
_____ <i>BOOTH NUMBER(s)</i>	
<b>c/o Demers Exposition Services, Inc.</b> Connecticut Convention Center 100 Columbus Blvd Hartford, CT 06103	
Carrier _____	
Number _____ of _____ pieces	
 SBRI April 20-23, 2010	

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

PLEASE USE LABEL BELOW FOR DIRECT SHIPMENTS

<h1>RUSH!</h1>	D E S  F R E I G H T
TO: _____ <i>EXHIBITING COMPANY</i> <b>2010 National SBIR Conference</b> <i>EVENT NAME</i>	
_____ <i>BOOTH NUMBER(s)</i>	
<b>c/o Demers Exposition Services, Inc.</b> 180 Johnson Street Middletown, CT 06457	
Carrier _____	
Number _____ of _____ pieces	
 SBRI April 20-23, 2010	

<h1>RUSH!</h1>	D E S  F R E I G H T
TO: _____ <i>EXHIBITING COMPANY</i> <b>2010 National SBIR Conference</b> <i>EVENT NAME</i>	
_____ <i>BOOTH NUMBER(s)</i>	
<b>c/o Demers Exposition Services, Inc.</b> Connecticut Convention Center 100 Columbus Blvd Hartford, CT 06103	
Carrier _____	
Number _____ of _____ pieces	
 SBRI April 20-23, 2010	

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## **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.

The provided labels on previous page must be used for shipping. Failure to use label will forfeit any claim against Demers exposition services.

**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 * \$82.00 or ** \$123.00	=	\$
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 = \$82.00 per laborer hour**

**\*\*Overtime Rate = \$123.00 per laborer hour**

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

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; \$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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## Floral Order Form

<b>RENTAL</b>			
QTY	ITEM	PRICE	TOTAL
	3' Green Plant	\$50.00	
	4' Green Plant	\$60.00	
	5' Green Plant	\$70.00	
	Ferns-MEDIUM	\$50.00	
	Ferns-LARGE	\$56.00	
<b>PURCHASE</b>			
QTY	ITEM	PRICE	TOTAL
	Potted Seasonal Plant	\$50.00	
	Floral Arrangement	\$80	

Plants and Flower may be substitute depending on  
Availability and season

**- ORDER SUMMARY -**

Subtotal: \$ \_\_\_\_\_  
6% CT Sales Tax: \$ \_\_\_\_\_  
**Total Due:** \$ \_\_\_\_\_

**Payment Enclosed:**

Company Check  Credit Card Authorization  Money Order

**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: \_\_\_\_\_



**Connecticut Convention Center**  
 100 Columbus Blvd. Hartford, Connecticut 06103  
**Exhibitor Services Order Form**  
**Phone: (860) 728-2640**  
**Fax: (860) 728-2641**

Forms available online [www.ctconventions.com](http://www.ctconventions.com)

EL \_\_\_\_\_

**ELECTRICAL SERVICE ORDER FORM**

Name of Event \_\_\_\_\_ Date of Event \_\_\_\_\_  
 Firm Name \_\_\_\_\_ Booth Number (s) \_\_\_\_\_  
 Street Address \_\_\_\_\_ Contact Person \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

PAYMENT NOTICE – SERVICES WILL NOT BE SUPPLIED UNTIL TOTAL DUE IS PAID IN FULL.  
 TAX MUST BE INCLUDED UNLESS YOU PRODUCE STATE OF CT TAX EXEMPTION DOCUMENTATION  
 CHECK PAYMENT METHOD ONLY ACCEPTED ON PREPAID ORDERS.  
 \*PREPAID RATES apply order paid in full and received 21 DAYS PRIOR TO FIRST SCHEDULED MOVE IN DAY  
 - Standard rates apply to orders received after the 21 day cut off rate. NO EXCEPTIONS.

**PAYMENT INFO – PAYMENT MUST ACCOMPANY ORDER**

Money Order # \_\_\_\_\_ Company Check # \_\_\_\_\_  
 MasterCard  Discover Card  VISA  American Express  
 Name on card \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Credit Card # \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

Please make checks payable to  
**Connecticut Convention Center**

Note: We cannot accept cash or checks from foreign banks

I have read and agree to all the Terms and  
 Conditions of the order. Please see the back  
 page for complete terms and conditions.

Signature: X \_\_\_\_\_

ELECTRICAL SERVICE: Please select the electrical service required on the attached chart. **Labor rate \$60 per hour**

Standard Electrical Service	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
<i>*120 volts – per single receptacle</i>						
5 amp (550 watts)	\$ 72.00	\$ 86.00	_____	_____	_____	_____
10 amp (1100 watts)	\$ 85.00	\$ 102.00	_____	_____	_____	_____
15 amp (1650 watts)	\$ 90.00	\$ 108.00	_____	_____	_____	_____
20 amp (2200 watts)	\$ 94.00	\$ 112.00	_____	_____	_____	_____
<b>Special Electrical Service</b> – requires a minimum charge of 1 hour labor						
<i>*208 volts – single phase – per single connection</i>						
10 amp (2080 watts)	\$ 94.00	\$ 112.00	_____	_____	_____	_____
20 amp (4160 watts)	\$ 110.00	\$ 132.00	_____	_____	_____	_____
30 amp	\$ 174.00	\$ 210.00	_____	_____	_____	_____
40 amp	\$ 220.00	\$ 264.00	_____	_____	_____	_____
50 amp	\$ 273.00	\$ 328.00	_____	_____	_____	_____
60 amp	\$ 325.00	\$ 390.00	_____	_____	_____	_____
<i>*208 volts – 3 phase – per single connection</i>						
10 amp (2080 watts)	\$ 136.00	\$ 162.00	_____	_____	_____	_____
20 amp (4160 watts)	\$ 198.00	\$ 238.00	_____	_____	_____	_____
30 amp	\$ 284.00	\$ 316.00	_____	_____	_____	_____
40 amp	\$ 325.00	\$ 390.00	_____	_____	_____	_____
60 amp	\$ 342.00	\$ 412.00	_____	_____	_____	_____
For other 208 volt and 480 volt service, please contact Exhibit Services Dept for Quote *Additional Labor Rates may apply for specialty electrical configurations						
<b>Service Accessories</b> – Accessories do not include power and must be picked up at the Service Desk						
Extension Cord (25 feet)	\$ 15.00	\$ 20.00	_____	_____	_____	_____
Power Strip (15 amp max)	\$ 22.00	\$ 26.00	_____	_____	_____	_____

Stated rates cover usage for a maximum of three (3) day event. Events exceeding three days will require special quotation for power.

**ORDER TOTAL:**

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

## **IMPORTANT CONDITIONS AND REGULATIONS**
















































1. PREPAID ORDERS: To receive prepaid rate, orders must be received a minimum of 21 days prior to first scheduled move-in day.
2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is **received** by the Connecticut Convention Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations - **Refunds will be computed as follows:**
    - After installation – **NO REFUND.**
    - Before installation, but 6 days or less prior to first scheduled move in day – **85% REFUND.**
    - Before installation and more than 6 days prior to first scheduled move in day – **FULL REFUND.**
3. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Connecticut Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. A credit card number must be provided if booth labor is required. Payment **IN FULL** must be rendered for such services before the close of event day.
4. Obstructions blocking utility floor boxes are subject to relocation as necessary.
5. Prepaid orders will receive priority service.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Request for special voltage and/or other "Special Requirements" (see form) must be received by the Connecticut Convention Center 30 days prior to scheduled exhibitor arrival and move-in.
8. Electrical labor must be ordered in advance in order to have electricians available when needed.
9. All equipment regardless of source of power must comply with all Federal, State and Local Safety Codes.
10. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits are prohibited.
11. Standard wall, column and permanent building electrical outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
12. Under **NO** circumstances shall anyone other than "house electricians" make electrical connections.
13. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electricians", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
14. All equipment must be properly tagged or marked with complete information as to type and/or amount of current voltage, phase, frequency, horsepower, etc. required.
15. All materials and equipment furnished by the Connecticut Convention Center for this service order shall remain the property of the Connecticut Convention Center and shall be removed **ONLY** by the Connecticut Convention Center at the close of the show.
16. The Connecticut Convention Center electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
17. All exhibitors' **120 volt** cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
18. The Connecticut Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Connecticut Convention Center's electrical supervisors.
19. Booth power will be turned on 1 hour prior to event opening and turned off 30 minutes after close. 24 hour service will be provided only to those locations that have ordered and paid for 24 hour service.
20. Power requirements crossing aisles will not be installed unless approved by show management.
21. Prices are based upon current wage rates and are subject to change without notice.

**Make remittance and mail to:**  
**Connecticut Convention Center – Attn; Exhibitor Services**  
**100 Columbus Blvd Hartford, CT 06103**

# Equipment Power Plug Configuration Chart

Use the chart below to determine what type of power plug your equipment has. Select your plug by highlighting the item in **bold** lettering and returning this form. The plug on your equipment may have lettering stamped into it and match what is listed below. Most available options are show; if you do not see your plug on this chart or have questions determining which plug is yours, please contact us.

## Straight Blade Plugs & Receptacles

	15 AMPERE		20 AMPERE		30 AMPERE		50 AMPERE		60 AMPERE	
	RECEPTACLE	PLUG	RECEPTACLE	PLUG	RECEPTACLE	PLUG	RECEPTACLE	PLUG	RECEPTACLE	PLUG
<b>2 Pole, 2 Wire Non-Grounding</b>										
125V	1 1-15R 									
250V	2			2-20P 						
<b>2 Pole, 3 Wire Grounding</b>										
125V	5 5-15R 	5-15P 	5-20R 	5-20P 	5-30P 	5-30P 			5-50P 	
250V	6 6-15R 	6-15P 	6-20R 	6-20P 	6-30R 	6-30P 	6-50R 	6-50P 		
277VAC	7 7-15R 	7-15P 	7-20R 	7-20P 		7-30P 		7-50P 		
<b>3 Pole, 3 Wire Non-Grounding</b>										
125/250V	10		10-20R 	10-20P 	10-30R 	10-30P 	10-50R 	10-50P 		
<b>3 Pole, 4 Wire Grounding</b>										
125/250V	14		14-20R 	14-20P 	14-30R 	14-30P 	14-50R 	14-50P 		14-60P 
3ø250V	15			15-20P 	15-30R 	15-30P 	15-50R 	15-50P 	15-60R 	15-60P 
<b>4 Pole, 4 Wire Non-Grounding</b>										
3øY 120/208V	18		18-20R 	18-20P 					18-60R 	18-60P 



**Connecticut Convention Center**  
 100 Columbus Blvd. Hartford, Connecticut 06103  
**Exhibitor Services Order Form**  
**Phone: (860) 728-2640**  
**Fax: (860) 728-2641**

Forms available online [www.ctconventions.com](http://www.ctconventions.com)

CL \_\_\_\_\_

**BOOTH CLEANING SERVICE ORDER FORM**

Name of Event _____	Date of Event _____
Firm Name _____	Booth Number (s) _____
Street Address _____	Contact Person _____
City _____ State _____	Zip _____ Phone# _____

PAYMENT NOTICE – SERVICES WILL NOT BE SUPPLIED UNTIL TOTAL DUE IS PAID IN FULL.  
 CHECK PAYMENT METHOD ONLY ACCEPTED ON PREPAID ORDERS.

\*PREPAID RATES apply order paid in full and received 21 DAYS PRIOR TO FIRST SCHEDULED MOVE IN DAY  
 - Standard rates apply to orders received after the 21 day cut off rate. NO EXCEPTIONS.

NOTICE: Cost of vacuuming and/or shampooing will be invoiced on the total area of your booth. **100 sq.ft. minimum**

<p><b>PAYMENT INFO – PAYMENT MUST ACCOMPANY ORDER</b></p> <p>Money Order # _____ Company Check # _____</p> <p><input type="checkbox"/> MasterCard   <input type="checkbox"/> Discover Card   <input type="checkbox"/> VISA   <input type="checkbox"/> American Express</p> <p>Name on card _____ Exp. Date _____</p> <p>Credit Card # _____</p> <p>Authorized Signature _____</p>	<p>Please make checks payable to  <b>Connecticut Convention Center</b></p> <p><small>Note: We cannot accept cash or checks from foreign banks</small></p> <p>I have read and agree to all the Terms and Conditions of the order. Please see the back page for complete terms and conditions.</p> <p>Signature: <b>X</b> _____</p>
---	---

Booth Size \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq.ft. (100 sq.ft. minimum)

<b>Vacuuming</b>	# of days	Sq.Ft.	*Prepaid Rate	Standard Rate	CT 6% Tax	Total
-Cost per day						
Pre-Show (night before show opens)	_____	_____	.20 sq/ft	.25 sq/ft	_____	_____
Additional Show Days	_____	_____	_____	_____	_____	_____
<b>Shampooing</b>						
<i>*Carpets shampooed night before show opens only</i>						
Shampooing	_____	_____	.35 sq/ft	.40 sq/ft	_____	_____

<b>Trash Removal</b>	# of days	*Prepaid Rate	Standard Rate	CT 6% Tax	Total
- Cost per day					
Every Show Day	_____	\$ 70.00	\$ 75.00	_____	_____
Only Days Specified	_____	_____	_____	_____	_____
Trash Removal Service is provided on an hourly basis					
<i>*Removal of food waste will incur additional charge</i>					

**Comments / Additional Requirements:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ORDER TOTAL:**

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

Connecticut Convention Center  
100 Columbus Blvd. Hartford, Connecticut 06103  
Exhibitor Services  
Phone: (860) 728-2640 Fax: (860) 728-2641

## **IMPORTANT CONDITIONS AND REGULATIONS**

1. PREPAID ORDERS: To receive prepaid rate, orders must be received a minimum of 21 days prior to first scheduled move-in day.
2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is **received** by the Connecticut Convention Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations - **Refunds will be computed as follows:**
    - After installation – **NO REFUND.**
    - Before installation, but 6 days or less prior to first scheduled move in day – **85% REFUND.**
    - Before installation and more than 6 days prior to first scheduled move in day – **FULL REFUND.**
3. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Service time(s) are to be determined by the Connecticut Convention Center Operations Department.

**Make remittance and mail to:**  
**Connecticut Convention Center – Attn; Exhibitor Services**  
**100 Columbus Blvd Hartford, CT 06103**

Connecticut Convention Center  
100 Columbus Blvd. Hartford, Connecticut 06103  
Exhibitor Services  
Phone: (860) 728-2640 Fax: (860)728-2641

### IMPORTANT CONDITIONS AND REGULATIONS

1. Payment in full, in **U.S. FUNDS** must accompany service order form. No service will be installed until full payment is received.
2. Credit will not be given for services installed and not used.
3. Notification of cancellation must be received a minimum of ten days prior to event for a full refund. Any equipment or service canceled within 24 hours of a function's start time will be billed at the full price.
4. All changes from original order may be assigned a service fee.
5. All exhibitor services will be disconnected on the last day of the event, 30 minutes after the official closing time.
6. Exhibitors will be responsible for the protection of any equipment rented from the Connecticut Convention Center and will be assessed a fee for lost or damaged equipment.
7. Disputes concerning service must be filed by the exhibitor with the Connecticut Convention Center prior to the close of the show.
8. The Connecticut Convention Center is not responsible for lost connections or traffic interruptions. We will work with the parties involved to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruptions or other network service related downtime.
9. The Connecticut Convention Center reserves the right to disconnect any equipment that is found to be causing overall network problems.
10. Client agrees not to resell, extend or otherwise misuse the connections or services. The Connecticut Convention Center reserves the right to disconnect the client if they are found to have violated this usage agreement.
11. The Connecticut Convention Center is not responsible for cable and/or equipment provided by the client or a third party.
12. Users of Internet Service shall not knowingly cause or permit (a) material disruptions of or interference with network systems, users, services or equipment or (b) use the Internet connection for fraudulent or illegal purpose. Users may send and receive both commercial and non-commercial traffic over the Internet connection.
13. The Connecticut Convention Center is not liable for any lost profits or damages from the loss of data or information, delay, nondelivery or misdelivery or service interruptions of any kind, however caused, arising out of or in connection with the use of the Internet connection. In no event shall the Connecticut Convention Center be liable to the user for any amount in excess of a refund of amounts actually paid by the user to the Connecticut Convention Center.
14. For Internet services, each exhibitor logs in with their full name and password. It is the exhibitor's responsibility to control his or her own password(s).
15. Telephones must be picked up at the service desk prior to the event.
16. Telephones must be returned to the service desk within one hour after the event closing. Unreturned equipment may be subject to service charges.
17. The Connecticut Convention Center makes no guarantee as pertains to the speed of Wireless Internet connections.

Client's Initials: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
May 2007

Order your Telecommunications Services by downloading this form and faxing it to Exhibitor Services at (860) 728-2641, or mailing it to the Connecticut Convention Center, Attn: Exhibitor Services, 100 Columbus Boulevard, Hartford, CT 06103.

**Make remittance and mail to:**  
**Connecticut Convention Center - Attn: Exhibitor Services**  
**100 Columbus Blvd., Hartford, CT 06103**





**Connecticut Convention Center**  
 100 Columbus Blvd., Hartford, Connecticut 06103  
**TELECOMMUNICATIONS & INTERNET SERVICES ORDER FORM**



Complete form, print & fax to:  
 Exhibitor Services at (860) 728-2641

TO: \_\_\_\_\_

**TELECOMMUNICATIONS SERVICE ORDER FORM**

Name of Event _____	Date of Event _____
Firm Name _____	Booth Number (s) _____
Street Address _____	Contact Person _____
City _____	State _____ Zip _____
E-Mail Address _____	Phone _____

**PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER**

Money Order # \_\_\_\_\_  Company Check # \_\_\_\_\_

Master Card  Discover Card  VISA  American Express

Name on Card \_\_\_\_\_

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Authorized Signature **X** \_\_\_\_\_

Please make checks payable to  
**Connecticut Convention Center.**  
 Note: We cannot accept cash or checks from  
 foreign banks.  
 I have read and agree to all Terms and Conditions  
 of the order. Please see back page for complete  
 terms and conditions.

Signature **X** \_\_\_\_\_

**EXHIBIT PACKAGES\*\***

	Quantity	Per Day	Subtotal	Service Charge (20%)	CT 6% Tax	Total
Booth Internet	_____	\$200.00 ea	_____	_____	_____	_____
<input type="checkbox"/> Wired <input type="checkbox"/> Wireless						
Analog or IP Phone*	_____	\$150.00 ea	_____	_____	_____	_____
Audio Conference Phone*	_____	\$250.00 ea	_____	_____	_____	_____
ISDN Line	_____	\$350.00 ea	_____	_____	_____	_____

All prices listed are per room/booth per day.

\* Long Distance calls are billed at 9 cents per minute; directory assistance at \$2.00 per call. Charges will be billed within 30 days of the move-out date and charged to your credit card. A credit card must be supplied with this order for long distance service to be provided.

\*\* For quotes & information on equipment or services not shown here, contact Exhibitor Services at 860.728.2640. We can accommodate your needs with our 155MB access to the Internet and our 4,000 data ports.

**MEETING PACKAGES**

Meeting Telecom Packages for multiple users are available. Please contact Exhibitor Services at 860.728.2640 for more information.

Unless otherwise specified, installer will determine best placement within booth for Internet connections. Please contact the Connecticut Convention Center with special requests. Requests to change location may be subject to a service charge.

**WORK  
 COMPLETED**

TAX MUST BE INCLUDED UNLESS YOU PRODUCE  
 STATE OF CT TAX EXEMPTION DOCUMENTATION



**Connecticut Convention Center**  
 100 Columbus Blvd. Hartford, Connecticut 06103  
**Exhibitor Services Order Form**  
**Phone: (860) 728-2640**  
**Fax: (860) 728-2641**

Forms available online [www.ctconventions.com](http://www.ctconventions.com)

PL \_\_\_\_\_

**COMPRESSED AIR-WATER-DRAIN SERVICE ORDER FORM**

Name of Event _____	Date of Event _____
Firm Name _____	Booth Number (s) _____
Street Address _____	Contact Person _____
City _____ State _____ Zip _____	Phone# _____

PAYMENT NOTICE – SERVICES WILL NOT BE SUPPLIED UNTIL TOTAL DUE IS PAID IN FULL.  
 TAX MUST BE INCLUDED UNLESS YOU PRODUCE STATE OF CT TAX EXEMPTION DOCUMENTATION  
 CHECK PAYMENT METHOD ONLY ACCEPTED ON PREPAID ORDERS.  
 \*PREPAID RATES apply order paid in full and received 21 DAYS PRIOR TO FIRST SCHEDULED MOVE IN DAY  
 - Standard rates apply to orders received after the 21 day cut off rate. NO EXCEPTIONS.

**PAYMENT INFO – PAYMENT MUST ACCOMPANY ORDER**

Money Order # \_\_\_\_\_ Company Check # \_\_\_\_\_

MasterCard    Discover Card    VISA    American Express

Name on card \_\_\_\_\_ Exp. Date \_\_\_\_\_

Credit Card # \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Please make checks payable to  
**Connecticut Convention Center**  
 Note: We cannot accept cash or checks from foreign banks

I have read and agree to all the Terms and Conditions of the order. Please see the back page for complete terms and conditions.

Signature: X \_\_\_\_\_

**WATER SUPPLY & DRAIN CONNECTIONS:** FOR CONNECTIONS OVER 10 FEET, AN ADDITIONAL CHARGE FOR PARTS AND LABOR WILL BE ASSESSED. PLEASE CALL FOR QUOTE. COSTS WILL VARY CONSIDERABLY FOR MOST BOOTHS BASED ON BOOTH LOCATION RELATIVE TO WATER/DRAIN CONNECTIONS IN FLOOR.  
**Labor rate \$60 per hour**

**(NON-POTABLE) WATER SUPPLY:** FOR CONNECTIONS OVER 10 FEET, AN ADDITIONAL CHARGE FOR PARTS AND LABOR WILL BE ASSESSED. PLEASE CALL FOR PLUMBING QUOTES

<b>Water (Cold) up to 500 Gallons</b> <i>*Drain not included and prices based on 1/2" line</i>	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
1 <sup>st</sup> Connection	\$ 240.00	\$ 288.00	_____	_____	_____	_____
Each additional connection	\$ 120.00	\$ 144.00	_____	_____	_____	_____
Each additional 100 gallons	_____	_____	_____	_____	_____	_____
Lines above 1/2" in size, add 50% to service charge	_____	_____	_____	_____	_____	_____
Size of water line required: _____	_____	_____	_____	_____	_____	_____
*Pressure may vary. Minimum pressure 45 PSI, maximum pressure 80 PSI If pressure is critical, exhibitor should provide their own pressure regulator valve						

<b>Drain Connection</b> <i>*Water not included and prices based on 3/4" drain line</i>	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
1 <sup>st</sup> Connection	\$ 270.00	\$ 324.00	_____	_____	_____	_____
Each additional connection	\$ 102.00	\$ 122.00	_____	_____	_____	_____
Lines above 3/4" in size, add 50% to service charge	_____	_____	_____	_____	_____	_____
Size of drain line required: _____	_____	_____	_____	_____	_____	_____

<b>One Time Fill &amp; Drain</b> <i>*Up to 500 gallon maximum</i>	*Prepaid Rate	*Standard Rate	Quantity	Subtotal	CT 6% Tax	Total
One Time Fill & Drain	\$ 240.00	\$ 288.00	_____	_____	_____	_____
Per additional unit in same booth	\$ 90.00	\$ 108.00	_____	_____	_____	_____
Each additional 100 gallons	\$ 10.00	\$ 10.00	_____	_____	_____	_____

**Compressed Air** Please Contact Exhibitor Services for Availability

**ORDER TOTAL:**

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

## **IMPORTANT CONDITIONS AND REGULATIONS**

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2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:
  - a. Payment **IN FULL, IN U.S. FUNDS** must accompany service order form.
  - b. Date payment is **received** by the Connecticut Convention Center will determine applicable rate.
  - c. All order form information must be completed in full for order to be processed. Incomplete order forms could result in processing delay resulting in slow service installation.
  - d. No service will be installed until full payment is received.
  - e. Cancellations - **Refunds will be computed as follows:**
    - After installation – **NO REFUND.**
    - Before installation, but 6 days or less prior to first scheduled move in day – **85% REFUND.**
    - Before installation and more than 6 days prior to first scheduled move in day – **FULL REFUND.**
3. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner as determined by the Connecticut Convention Center and **DO NOT** include connecting equipment to provided services. Special placement or relocation of service will result in a labor charge. A credit card number must be provided if booth labor is required. Payment **IN FULL** must be rendered for such services before the close of event day.
4. Credit will not be given for services installed and not used.
5. a. Connection rates listed cover bringing service from the main line to the booth and do not include connecting equipment. Request for special services such as placing hose under carpet or relocating service(s) will incur a labor charge.  
b. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.  
c. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.
6. Claims will not be considered unless filed in writing by exhibitor prior to close of show.
7. Unless otherwise directed, Connecticut Convention Center personnel are authorized to cut floor covering to permit installation of service.
8. Obstructions blocking utility floor boxes are subject to relocation as necessary.
9. All material and equipment furnished by the Connecticut Convention Center for this service order shall remain the Connecticut Convention Center's property and shall be removed only by the Connecticut Convention Center at the close of the show.
10. Wall, column and permanent building utility outlets are not part of the booth space and are not to be used by exhibitors.
11. All equipment must comply with federal, state and local safety codes.
12. Prices are based upon current wages rates and are subject to change without notice.
13. Under **NO** circumstances shall anyone other than "house personnel" make service connections.
14. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel", however, all service connections to such equipment must be made by "house personnel" only.
15. The Connecticut Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Connecticut Convention Center Management.
16. All equipment using water must have inlet and outlet properly tagged.
17. The Connecticut Convention Center will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
18. The Connecticut Convention Center must have 30 days notice in order to supply special regulators, strainers, traps, etc.
19. Service outlet size will be determined by the volume required.

**Make remittance and mail to:  
Connecticut Convention Center – Attn; Exhibitor Services  
100 Columbus Blvd Hartford, CT 06103**



**Connecticut Convention Center**  
**100 Columbus Blvd. Hartford, Connecticut 06103**  
**Phone: (860) 728-2640**  
**Fax: (860) 728-2641**

## Exhibitor Food & Beverage Order Form

Forms available online [www.ctconventions.com](http://www.ctconventions.com)

### IMPORTANT CONDITIONS AND REGULATIONS

**1. ALL ORDERS:**

- Orders/full payment must be received a minimum of 21 days prior to first scheduled move-in day

**2. CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:**

- Payment in FULL (IN U.S. FUNDS) must accompany Food and Beverage order from / Tax must be included unless you produce required State of Connecticut Tax Exemption documentation.
- All order information must be completed in full, for order to be processed. Incomplete order forms will not be processed.
- No Food or Beverage services will be rendered until full payment is received.

**3. CANCELLATIONS:**

Refunds will be computed as follows:

- 7+ days prior to first scheduled move-in day – 100% Refund
- Less than 7 days prior to first scheduled move-in day – No Refund

**4. FOOD AND BEVERAGE:**

- The Connecticut Convention Center permittee is the only licensee authorized by the State of Connecticut to sell/serve food and beverage (including alcoholic beverages) on the premises, therefore, no outside food or beverage may be brought into the Connecticut Convention Center by any Guest or Vendor. Accordingly, all food and beverage must be consumed in the designated function rooms/areas, and cannot be carried or consumed in public areas.
- All Guests who would like to purchase an alcoholic beverage must be able to produce valid picture identification upon request in accordance with Connecticut ABC laws.
- The Connecticut Convention Center staff reserves the right to refuse service to any Guest, for any reason.

Name of Event _____ Firm Name _____ Street Address _____ Contact Person _____ City _____ State _____ Zip _____	Date of Event _____ Booth Numbers(s) _____ Phone# (____) _____
Delivery Time: _____ AM / PM (*All Food and Beverage Orders will be removed 90 minutes after delivery)	

<p align="center"><b><u>PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER</u></b></p> _____ Money Order# _____ Company Check# _____ _____ MasterCard _____ Discover Card _____ VISA _____ American Express Name on Card _____ Exp. Date _____ Credit Card# _____ Authorized Signature _____	<p align="center"><u>Please make checks payable to:</u></p> <p align="center"><b>Connecticut Convention Center</b></p> <p align="center">Note: We cannot accept cash or checks from foreign banks</p> <p align="center">I have read and agree to all Terms and Conditions of the order Please see back page for complete terms and conditions</p> Signature: X _____
---	--

Beverages					
~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total+ Service Charge)	\$ Total
~Each gallon serves 18-20 cups~					
Freshly brewed Coffee ~ \$34.00 per gallon	_____ gall	_____	_____	_____	_____
Freshly brewed decaffeinated Coffee ~ \$34.00 per gallon	_____ gall	_____	_____	_____	_____
Fine quality Teas/Hot Water ~ \$34.00 per gallon	_____ gall	_____	_____	_____	_____
Iced Tea ~ \$24.00 per gallon	_____ gall	_____	_____	_____	_____
Fruit Punch ~ \$24.00 per gallon	_____ gall	_____	_____	_____	_____
Lemonade ~ \$24.00 per gallon	_____ gall	_____	_____	_____	_____
Assorted bottled Juices ~ 2.75 each	_____ btls	_____	_____	_____	_____
Bottled Sodas ~ \$2.50 each	_____ btls	_____	_____	_____	_____
Bottled Spring Water ~ \$2.50 each	_____ btls	_____	_____	_____	_____



## Connecticut Convention Center

### Exhibitor Food & Beverage Order Form

<b>Break Items</b> ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total+ Service Charge)	\$ Total
Fruit and Cheese filled Danish ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted NY Style Bagels & Cream Cheese ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted freshly baked Muffins ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Croissants ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Jumbo Chocolate Cookies ~ \$22.00 per dozen	_____ doz	_____	_____	_____	_____
Jumbo Oatmeal Cookies ~ \$22.00 per dozen	_____ doz	_____	_____	_____	_____
Fudge Brownies ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Blondies ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Assorted Miniature Italian Pastries ~ \$34.00 per dozen	_____ doz	_____	_____	_____	_____
Miniature Petit Fours ~ \$30.00 per dozen	_____ doz	_____	_____	_____	_____
Individual bags of Chips ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Pretzels ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Popcorn ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Individual bags of Trail Mix ~ \$1.75 each	_____ bgs	_____	_____	_____	_____
Candy Bars ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Granola Bars ~ \$24.00 per dozen	_____ doz	_____	_____	_____	_____
Power Bars ~ \$36.00 per dozen	_____ doz	_____	_____	_____	_____
Whole fresh Fruit ~ \$1.50 per piece	_____ pcs	_____	_____	_____	_____
Mixed Nuts ~ \$18.00 per pound	_____ lbs	_____	_____	_____	_____

<b>Soup</b> (Minimum: 10 Gallons) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
New England Clam Chowder (serves 15pp) ~ \$36.00 per gallon	_____ gall	_____	_____	_____	_____

<b>Displays</b> (Each of the Displays serves 100) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
<u>Antipasto Display ~ \$550.00</u> Assortment of Italian Sausage, Salami, Cheeses, marinated Mozzarella Cheese, grilled Vegetables, Olives, Artichokes, flavored Foccacia and sliced Italian Breads	_____ disp	_____	_____	_____	_____
<u>International Cheese Display ~ \$450.00</u> A selection of Imported and Domestic Cheeses with Gourmet Cracker assortment and sliced French Bread	_____ disp	_____	_____	_____	_____
<u>Fruit Display ~ \$425.00</u> Seasonal sliced fresh Fruits and Berries with Strawberry Dip	_____ disp	_____	_____	_____	_____
<u>Seasonal Vegetable Display ~ \$275.00</u> With Bleu Cheese, roasted Red Pepper Ranch and Onion Dips	_____ disp	_____	_____	_____	_____
<u>Chilled Jumbo Gulf Shrimp ~ \$350.00 per 100 pieces</u> Presented on Ice with Lemon, zesty Cocktail Sauce and a Cilantro Remoulade	_____ disp	_____	_____	_____	_____

<b>Hors D'Oeuvres</b> (Minimum of 100 pieces per type) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Sea Scallops wrapped in Smoked Bacon ~ \$350.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Coconut Butterflied Fried Shrimp ~ \$325.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Mini Beef Wellington ~ \$300.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Pecan Dusted Fried Chicken with Honey Mustard ~ \$300.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Vegetable Spring Rolls with Duck Sauce ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Chicken Quesadilla Trumpet with Salsa & Sour Cream ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Teriyaki Glazed Beef Skewers ~ \$275.00 per 100 pieces	_____ pcs	_____	_____	_____	_____
Finger Sandwiches ~ \$400.00 per 100 pieces	_____ pcs	_____	_____	_____	_____



## Connecticut Convention Center Exhibitor Food & Beverage Order Form

<b>Pasta</b> (Minimum of 10pp required) ~includes paper and plastic products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Penne Pasta with Sausage and Marinara Sauce served with Garden Salad with House Vinaigrette ~ \$14.00 per person	_____pp	_____	_____	_____	_____

<b>Pizza</b> (Minimum of 3 Pizzas required) ~includes paper and plastic products~					
Item	Quantity/ Type of Pizza	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Pepperoni or Cheese Pizza (8 slices) ~ \$16.00 per Pizza -Each additional topping ~ \$1.00	# _____ Pizzas  <u>Type:</u> _____ _____	_____	_____	_____	_____

<b>Sandwich Platters</b> ~includes paper products~					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Platter of Assorted Mini Club Sandwiches (Assorted Deli Meats and Cheeses) ~ \$42.00 per dozen	_____ doz.	_____	_____	_____	_____

<b>Box Lunches</b> (Minimum of 10 Box Lunches required) ~includes paper products~					
Item	Quantity / Sandwich selection	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
Box Lunches (which include Sandwich, 1 bag of Potato Chips, 1 piece of whole Fruit, 1 Kosher Pickle and 1 Soda or bottled Water) ~ \$21.00 each  <u>Sandwich Options (one selection):</u>  <b>*Served on a Kaiser Roll:</b> -Oven roasted Turkey, rare Roast Beef, Tuna Salad <b>OR</b> Chicken with Lettuce, Tomato, Mustard and Mayonnaise -Portobello Mushroom and Provolone Cheese with roasted Pepper Basil Mayonnaise served on a Kaiser roll  <b>*Served on Focaccia Bread:</b> -Grilled marinated Basil Chicken with Aurrichio Provolone Cheese, Spinach and roasted Pepper Mayonnaise on herbed Focaccia  <b>*Wrap Sandwiches:</b> -Turkey & Swiss with Bacon, Lettuce, Plum Tomatoes, Chipotle Aioli in a Flour Tortilla -Grilled Vegetables' Wrap with roasted Tomatoes, shredded Lettuce and roasted Pepper Aioli	_____  <u>Sandwich selection:</u>  _____	_____	_____	_____	_____

<b>Ice / Water Coolers</b>					
Item	Quantity	\$ Sub-Total	20% Service Charge	6% CT Tax (on Sub-Total + Service Charge)	\$ Total
-Ice (5 lb. Bag) ~ \$5.00 per bag -Water Cooler ~ \$125.00 per day -Water Refills ~ \$25.00	_____ #/ days: _____ _____	_____	_____	_____	_____

**ORDER TOTAL: \$** \_\_\_\_\_

**\* CONFIRMATION OF ORDER RECEIPT \***

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

# HB GROUP

I N C O R P O R A T E D

**Please return completed form via fax to 203-239-4882, Attention Blake Purnell or Allison DeBlasio. Please contact us by phone for any specialty equipment required not listed below.**

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Onsite Contact: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_

**Equipment Required:**

Equipment Description	Cost Per Unit*	Quantity	Subtotal
42" Plasma monitor only Dual Pole Stand <i>Must be set up by HB technicians</i>	\$770		
42" Plasma Monitor with Speakers & Dual Pole Stand <i>Must be set up by HB technicians</i>	\$800		
50" Plasma Monitor with speakers & Dual Pole Stand <i>Must be set up by HB Technicians</i>	\$1,100		
32" LCD Monitor with table stand & internal speakers	\$355		
DVD Player	\$165		
Wireless Mouse	\$55		
Laser Pointer	\$30		
Flip Chart <i>Includes Pad &amp; Markers</i>	\$30		
<b>Estimated Total:</b>			

Credit Card Type: Visa Master Card Amex Cardholder: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

*By signing above I authorize HB Group Inc to charge my credit card for the amount indicated on the confirmation copy of my order. I understand that an HB Group representative will contact me to review my order and finalize equipment required. All equipment must be pre-ordered; no on-site orders will be accepted. **Deadline for order submission is April 12, 2010.***

\*Cost per unit includes set up and break down of equipment. CT state sales tax is not included in the price.