

GENERAL INFORMATION

Dear Exhibitor,

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the 2013 Technology Conference - Innovation Powered by Technology being held at the Rhode Island Convention Center in Providence, RI. 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 10' x 10' Silver booth package includes:

8' High back drape	Two (2) chairs
3' High side drape	One (1) Wastebasket
One (1) 6' draped table	Exhibitor ID sign

Each 20' x 20' Gold booth package includes:

Drape as needed	Four (4) chairs
Two (2) 6' draped table	Two (2) Wastebaskets
Exhibitor ID sign	

Each 20' x 50' Platinum booth package includes:

Drape as needed	Eight (8) chairs
Four (4) 6' draped table	Four (4) Wastebaskets
Exhibitor ID sign	

Drape Color(s): Royal Blue

Carpet: Venue is NOT carpeted

Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Friday,	October 4	1:00 p.m. – 5:00 p.m.
	Saturday,	October 5	6:30 a.m. – 7:30 a.m.
Exhibit Hours:	Saturday,	October 5	8:00 a.m. – 4:00 p.m.
Exhibitor Dismantle:	Saturday,	October 5	4:00 p.m. – 7:00 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 20, 2013**. *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 508-351-9911. 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 27, 2013**. *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 **October 4, 2013**. 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!

CAPITAL CONVENTION CONTRACTORS

If you have any questions, please feel free to contact Exhibitor Services at the number below.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

CREDIT CARD AUTHORIZATION FORM

American Express	Circle One VISA	MasterCard
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Exhibitor _____ **Booth #** _____

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address _____

City _____ **State** _____ **Zip Code** _____

Contact Person _____ **Email** _____

Phone () _____ **Fax** () _____

Credit Card Number _____ **Expiration Date** _____

Card Holder Name (please print) _____ **Signature** _____

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.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.

CREDIT CARD PAYMENT POLICY

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor MUST be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

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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:

<input type="checkbox"/> All Capital Services	<input type="checkbox"/> Freight Handling
<input type="checkbox"/> Furniture/Carpet	
<input type="checkbox"/> Labor	<input type="checkbox"/> 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	\$ _____
RI Tax 7.00%	\$ _____
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

RETURN VIA FAX: 508-351-9911

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 _____

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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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RHODE ISLAND CONVENTION CENTER 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 Union labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

MATERIAL HANDLING

Union regulations require that the official material handling contractor off-load all equipment and display materials for **ALL** trucks, including box rental trucks of any size, and all rental vans using the loading dock. **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 or pick-up 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 the Union employees. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. 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 the Union.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors must use Union labor supplied by Capital Convention Contractors. Supervision by Non-Official is allowed.

The following is required:

- 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-Official Installation and Dismantle Contractors (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 20, 2013

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$93.50	\$116.75	
		6' X 2' - 30" HIGH	\$104.00	\$130.25	
		8' X 2' - 30" HIGH	\$114.50	\$143.00	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$114.50	\$143.00	
		6' X 2' - 40" HIGH	\$135.50	\$169.25	
		8' X 2' - 40" HIGH	\$156.50	\$195.50	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$51.50	\$65.25	
		6' X 2' - 30" HIGH	\$62.00	\$77.75	
		8' X 2' - 30" HIGH	\$72.50	\$90.50	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' - 40" HIGH	\$57.75	\$72.50	
		6' X 2' - 40" HIGH	\$68.25	\$86.25	
		8' X 2' - 40" HIGH	\$78.75	\$98.75	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$93.50	\$116.75	
		30" ROUND - 40" HIGH	\$104.00	\$130.25	
TABLE RISERS		4' X 10" HIGH	\$63.00	\$78.75	
		6' X 10" HIGH	\$73.50	\$92.50	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$47.25	\$59.00	
		6' OR 8' COUNTER	\$47.25	\$59.00	
CUSTOM BOOTH DRAPE		8' HIGH PER LINEAR FT	\$10.00	\$14.25	
		3' HIGH PER LINEAR FT	\$7.00	\$9.00	

****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	\$ _____
RI TAX 7.00 %	\$ _____
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 _____

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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: September 20, 2013

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		PADDED SIDE CHAIR	\$47.25	\$60.00	
		PADDED ARM CHAIR	\$51.50	\$65.25	
		UPHOLSTERED BAR STOOL	\$62.00	\$77.75	
		FOLDING CHAIR	\$14.75	\$19.00	
ACCESSORIES		TRIPOD EASEL	\$26.25	\$33.75	
		GARMENT RACK	\$68.25	\$85.25	
		LITERATURE RACK	\$78.75	\$98.75	
		4' X 8' DISPLAY BOARD	\$147.00	\$183.75	
		6' SHOWCASE W/SHELVES	\$367.50	\$460.00	
		WASTEBASKET	\$17.00	\$21.00	
		RAFFLE DRUM	\$63.00	\$78.75	
		8' ALUMINUM BACK POST W/BASE	\$26.25	\$33.75	
		6'-10' ADJUSTABLE CROSS BAR	\$15.75	\$19.00	

SUB TOTAL	\$ _____.
RI TAX 7.00 %	\$ _____.
GRAND TOTAL	\$ _____.

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- ❖ 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 _____

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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



Tripod Easel



Bag rack



Display Board



Literature Racks



Chrome Sign Holder



Wastebasket



Standard Counter



Display Case



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 20, 2013

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	\$125.00	\$156.50	
	9 x 20	\$250.00	\$313.00	
	9 x 30	\$375.00	\$468.50	

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"	\$1.35	\$1.85	
	Visqueen	\$1.00	\$1.35	

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$2.60 sq. ft. = _____
Floor Price: Booth size _____ (100 sq. ft. min) x \$3.40 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 \$5.25 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	\$ _____ .
RI TAX 7.00%	\$ _____ .
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 _____

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LABOR ORDER FORM

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

RATES:

- Straight Time: \$ 59.00 per man-hour.** First 8 hours worked in a shift. One hour minimum.
- Overtime: \$ 88.50 per man-hour.** After 8 hours worked in a shift. One hour minimum.

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

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

ON-SITE LABOR ORDERS 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 exhibitors 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)

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)

FULL PAYMENT MUST ACCOMPANY ALL ORDERS

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.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
 Phone 877-335-3700 · Fax 508-351-9911 · 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.

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Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

SIGN HANGING ORDER FORM

Deadline Order Date: September 20, 2013

General Information

- Capital is responsible for supervision, assembly, installation and removal of all hanging signs.
- All orders **MUST** be received with payment to Capital 14 days prior to move-in.
- All hanging signs must conform to Show Management rules and regulations and facility limitations.
- All signs must have approved hanging points with the exception of cloth banners. Capital reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- A detailed diagram showing location of sign hanging must be submitted with order.
- All signs requiring electrical must be in accordance with the National Electrical Code.
- If signs require assembly, dismantling, installation for support devices or hoisting cable, work will be done on a time and material basis. All labor to assemble is at the exhibitor's expense.

RATES:

- Straight Time: \$ 225.00 per man-hour:** First 8 hours worked in a shift. One hour minimum.
- Overtime: \$ 337.50 per man-hour:** After 8 hours worked in a shift. One hour minimum.

CALCULATE SIGN HANGING LABOR						
DATE	TIME	# OF LIFTS	TOTAL HOURS	RATE PER HOUR	ESTIMATED COST	
INSTALLATION: _____	_____	AM _____ PM _____	X _____	X _____	\$ _____ = \$ _____	
DISMANTLE: _____	_____	AM _____ PM _____	X _____	X _____	\$ _____ = \$ _____	

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

ON-SITE SIGN HANGING ORDERS WILL BE CHARGED AN ADDITIONAL 25% TO HOURLY RATES

EXHIBITOR SUPERVISION

Company Representative: _____ **Phone:** _____

CAPITAL SUPERVISION

Please provide accurate information for accurate sign hanging. A 30% charge applies for Capital Supervised labor.

Does this sign need to be assembled Yes No Weight _____ Height _____ Length _____ #of hanging points _____

SIGN DESCRIPTION: Fabric/Cloth Non-Fabric Circle Rectangle Square

_____ Ft from left	<div style="border: 1px solid black; padding: 5px;"> _____ Ft from top aisle _____ Ft from bottom aisle _____ Ft from top of sign to floor </div>	_____ Ft from right
--------------------	--	---------------------

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.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
 Phone 877-335-3700 · Fax 508-351-9911 · 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 September 4, 2013 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.

MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · 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 27, 2013
 To: Exhibitor Name/ Booth #
 For: 2013 Technology Conference
 c/o Capital Convention Contractors
 35 Lyman Street
 Northborough, MA 01532

DIRECT SHIPMENTS

Please use enclosed freight labels
 Received only during exhibitor move-in hours
Only on: October 4, 2013
 To: Exhibitor Name/ Booth #
 For: 2013 Technology Conference
 Rhode Island Convention Center c/o Capital Convention Contractors
 1 Sabin Street
 Providence, RI 02903

****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 5:00 PM on October 5, 2013 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.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
 Phone 877-335-3700 · Fax 508-351-9911 · 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-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.
- 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 27, 2013.
- Early Shipments to Warehouse: Any shipment arriving prior to September 4, 2013.
- 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:	Price Per CWT	200 lb. minimum
■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: September 27, 2013		
Crated	\$ 59.00	\$118.00
Additional Handling	\$ 74.00	\$148.00
Crated Overtime Inbound/Outbound*	\$ 20.65	\$ 41.30
Additional Handling Overtime Inbound/Outbound*	\$ 25.90	\$ 51.80
<i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i>		
■ Additional Surcharges		
Early Shipments to Warehouse Crated*	\$ 20.65	\$ 41.30
Early Shipments to Warehouse Additional Handling*	\$ 25.90	\$ 51.80
Late to Warehouse*	\$ 20.65	\$ 41.30

■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: October 4, 2013		
Crated	\$ 55.00	\$110.00
Additional Handling	\$ 69.00	\$138.00
Uncrated	\$ 74.00	\$148.00
Crated Overtime Inbound/Outbound*	\$ 19.25	\$ 38.50
Additional Handling Overtime Inbound/Outbound*	\$ 24.15	\$ 48.30
Uncrated Overtime Inbound/Outbound*	\$ 25.90	\$ 51.80
■ Additional Surcharges		
Off-Target Fee Crated*	\$ 19.25	\$ 38.50
Off-Target Fee Additional Handling*	\$ 24.15	\$ 48.30
Off-Target Fee Uncrated*	\$ 25.90	\$ 51.80
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:

3 Separate Shipments	1 Consolidated Shipment	Sub-Total:	\$ _____
54 lbs. charged @ 200 lbs. \$216.24	3 pieces (1 shipment)		
59 lbs. charged @ 200 lbs. \$216.24	185 lbs. @ 200 lbs. = \$216.24	Total:	\$ _____
72 lbs. charged @ 200 lbs. \$216.24	Total Savings: \$432.48		
Total: 185 lbs. Total Cost: \$648.72			

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.

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: **October 5, 2013 5:00 PM.**

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

MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

35 Lyman Street
Northborough, MA 01532

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material



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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

35 Lyman Street
Northborough, MA 01532

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, 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.

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

35 Lyman Street
Northborough, MA 01532

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

35 Lyman Street
Northborough, MA 01532

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Rhode Island Convention Center
1 Sabin Street
Providence, RI 02903

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material



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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Rhode Island Convention Center
1 Sabin Street
Providence, RI 02903

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Rhode Island Convention Center
1 Sabin Street
Providence, RI 02903

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

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

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Rhode Island Convention Center
1 Sabin Street
Providence, RI 02903

Show: 2013 Technology Conference

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

Exhibit Material

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, 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.

CUSTOM EXHIBIT PACKAGE ORDER FORM

Advance Order Price Deadline: September 20, 2013

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 \$1,365.00 (Tax not included)

Material & Colors for Backwall - Choose One

FABRIC	SINTRA	SLATWAL	PEGBOARD
<input type="radio"/> Grey	<input type="radio"/> White	<input type="radio"/> Grey	<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	\$ <u>1,365.00</u>
Late Orders Add 25%	\$ _____
RI TAX 7.00 %	\$ _____
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.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
 Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

SIGN ORDER FORM

Sign Order Deadline: September 20, 2013

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"	\$31.50	\$47.25	
	14" x 22"	\$40.00	\$60.00	
	22" x 28"	\$68.25	\$103.00	
	28" x 44"	\$89.25	\$133.50	

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	\$105.00	\$131.25	
	Over 10 words	\$1.25	\$2.25	
	Cardboard Easel Back	\$4.25	\$6.50	
	Directional Arrow	\$5.25	\$7.50	

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 _____		\$14.75 per sq. ft.	\$26.25 per sq. ft.	\$ _____

SUB TOTAL	\$ _____.
RI TAX 7.00 %	\$ _____.
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.
MAIL OR FAX FORM TO: Capital Convention Contractors · 10 Technology Dr · Suite 40 · Hudson, MA 01749
 Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com



Rhode Island Convention Center

Greetings!

My name is Mark Pezzullo and I am the Exhibitor Services Manager here at the *Rhode Island Convention Center*. I would like to welcome you to our facility.

I am here to assist you with ordering electrical, internet, phone, plumbing, parking, and cleaning for your booths. You may order utilities online *or* by fax/e-mail using the contact information below. Please note the *Rhode Island Convention Center* requires payment in full prior to all services being delivered to your booth.

Whether you choose to order your services online or via fax/e-mail please follow these simple steps:

- 1) Visit the Rhode Island Convention Center website at: **www.riconvention.com**.
- 2) Click on the **EXHIBITORS** tab

To Order Online:

- 1) Click **ORDER ONLINE** to process the order via the internet and follow the steps to complete your order.

To Fax or E-mail Your Order:

- 1) Print out the order form/forms needed.
- 2) Fill out the appropriate information.
- 3) Either fax your order to the *Rhode Island Convention Center* Exhibitor Service Office at 401-458-6298 or e-mail your order to businesscenter@smgricc.com.

Due to the high volume of calls we are not able to process orders over the telephone, however should you have a question or need help with your order, please reach out at any time.

I look forward to working with you!

Sincerely,

Mark Pezzullo
Exhibitor Services Manager
Tel. 401.458.6103
Fax. 401.458.6298
businesscenter@smgricc.com



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6103 Fax (401) 458-6298
 Email: businesscenter@smgricc.com

Office Use Only:

EL:

ELECTRICAL SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. ELECTRICAL SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

Please call for a quote on rates for higher wattage and voltage.

STANDARD ELECTRICAL SERVICE

120volts – per single receptacle	*Pre Paid Rate*	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
5amp (480 watts) Max	\$79.00	\$93.00				\$
10amp (960 watts) Max	\$89.00	\$104.00				\$
15amp (1440 watts) Max	\$99.00	\$118.00				\$
20amp (1920 watts) Max	\$104.00	\$124.00				\$

SPECIAL ELECTRICAL SERVICE: The below services require a minimum charge of 1 hour labor per connection. See Labor Rates in “Electrical Labor” section below.

*208 Volts Per Connection	* Pre Paid* Single Phase	*Pre Paid* 3 Phase	Standard Single Phase	Standard 3 Phase	Quantity	Subtotal	RI 7% Tax	Total
10 amp	\$108.00	\$156.00	\$129.00	\$187.00				\$
20 amp	\$126.50	\$227.00	\$151.00	\$262.00				\$
30 amp	\$191.00	\$290.00	\$240.00	\$349.00				\$
40 amp	\$242.00	\$358.00	\$290.00	\$429.00				\$
50 amp	\$300.00	N/A	\$360.00	N/A				\$
60 amp	\$357.00	\$377.00	\$429.00	\$453.00				\$

SUBTOTAL: \$

Please check here if 24 hour power is required. Add 50% of rate to subtotal for a Service Fee.

SERVICE ACCESSORIES – ITEMS DO NOT INCLUDE POWER

	Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% Tax	Total
Extension Cord	\$18.00	\$22.00				
Power Strip	\$ 25.00	\$31.00				
Quad Box	\$29.00	\$34.00				
Triple Tap	\$13.00	\$16.00				

SUBTOTAL: \$

*Booth and Flood Lighting Available. For Other Electrical Needs, Please Contact the Exhibitor Services Center at (401) 458-6103.

ELECTRICAL LABOR – CHARGES INCLUDED WITH STANDARD ELECTRICAL SERVICE ONLY

- Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

Labor	Standard Rate	Quantity	Subtotal	No Tax	Total
	\$73.50 / hour			\$	

TOTAL \$

Total for All Services \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

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Standard Booth

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What size is your booth: 10 x 10, 20 x 20, or other _____ ?

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

DO NOT send this form to the decorator company. Please read policies on second page of form.



Terms and Conditions Electrical Service

1. Payment in full must be rendered prior to delivery of service.
2. Order forms must be filled out completely in order to process properly.
3. Advance order payment guarantees discount rate only, not availability of service.
4. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Refunds will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rate quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. All equipment should be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
15. Electrical service will be turned on one (1) hour prior to show opening and turned off at event closing each day. If 24 hour service is required, please order so on the front of the Electrical Service Order form.
16. All exhibitors' cords must be of the 3 wire ground type and comply with Federal, State and Local Safety and Electric Codes.
17. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
18. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
19. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
20. Service aisles must be kept clear at all times for access to utility boxes.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).
DO NOT send it to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6103
Fax (401) 458-6298**



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6103 Fax (401) 458-6298
 Email: businesscenter@smgricc.com

Office Use Only
 IT: _____

INTERNET SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day.
 Standard rates apply to orders received after this time. No Exceptions.

INTERNET SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.
BOTH Wireless and Ethernet Connections are supported.

HIGH SPEED ETHERNET INTERNET SERVICE

Dedicated Internet Connection	*Pre Paid Rate	Standard Rate	Quantity	Days	Subtotal	Total
First Day	\$500.00	\$550.00	-----	1		\$
Additional Days	\$250.00	\$275.00	-----			\$
Additional Devices Above One	\$100.00 / device	\$110.00 / device				
Usage: 1M/1Mbps Streaming Media, Downloading media (FTP servers), Video Conferencing VOIP Applications, and any Apps requiring stability. CAT-5E is available.					TOTAL	\$

BASIC WIRELESS INTERNET SERVICE

Internet Connection	*Flat Rate	Quantity	Days	Subtotal	Total
All Show Days	\$100.00	-----	All	\$100.00	\$100.00
Additional Devices Above One	\$100.00 / device				
Usage: 1M/1Mbps C.C. transactions (square), Email, General Browsing, IOS Apps, E-Commerce				TOTAL	\$

Client Must Provide:
 PC/Devices with Network Interface Card with an RJ45 jack or WLAN Network Card. The computer must have TCP/IP installed and set for DHCP. Also, all proxy settings must be turned off.
 Client must also have a working web browser (IE5 or above, Firefox, Opera, Chrome etc.) in order to register the access code.
 In regards to wireless, we will be able to provide standard 802.11b/g wireless connectivity.

****Please note: Electrical Services are Charged Separately****

ADDITIONAL SERVICES

Labor costs will accrue with any complex networking needs such as Virtual Private Networks (VPN) and Virtual Local Area Networks. On-site technicians are available upon request. These services are additional and are quoted depending on the needs of the end user.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

DO NOT send form to your decorating company.

Please read the policies on the second page of this form.





**Terms and Conditions
Internet Service**

1. Payment in full must be rendered prior to delivery of service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
4. All order forms must be completed fully in order to process.
5. Credit will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges of \$100.00 per hour. Minimum of 1 hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rates quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Service outlet size will be determined by the volume required.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. Send this form directly to the RI Convention Center. DO NOT send this form to your decorating company.
15. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
16. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
17. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.

**Please return this form to the Rhode Island Convention Center (401-458-6298).
DO NOT send it to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6103
Fax (401) 458-6298**



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6103 Fax (401) 458-6298
 Email: businesscenter@smgricc.com

Office Use Only
 TS: _____

TELEPHONE SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. TELEPHONE SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

TELEPHONE SERVICE (800 NUMBERS AND LOCAL CALLS ONLY)

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Single Service Line	\$173.25	\$208.00				\$
Single Service Line w/ Speakerphone	\$195.00	\$227.00				\$
Subtotal:						\$
Tax (7%)						\$
						\$

If Handset Needed, please check here

ADDITIONAL SERVICES – PLEASE CONTACT RICC FOR ALL OTHER PHONE SERVICES

	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
Voice Mail Service	--	\$33.00				\$
Subtotal:						\$
Tax (7%)						\$
TOTAL						\$

❖ Long Distance Authorization Signature: _____

TELEPHONE SERVICE LABOR

• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour

	Standard Rate	Quantity	Subtotal	No Tax	Total
Labor	\$73.50 / hour				\$
TOTAL					\$

***Please contact a local Verizon provider, as well as the RICC Electrical Department 60 days in advance for all Direct Dial Out, ISDN and DSL services. For price quote, please call Exhibitor Services.**

Total for All Services \$ _____

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Please Attach floor plan for specific installation. Thank You.

Instructions: REAR R
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Standard Booth

**Do Not send this form to your decorating company.
 Please read the policies on the second page of this form.**



Terms and Conditions Telephone Service

1. Payment in full must be rendered prior to delivery of service.
2. There must be a credit card number and authorizing signature on file in order to activate long distance capabilities. All long distance charges will be charged to this credit card.
3. Advance order payment guarantee discount rate only, not availability of service.
4. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Credit will not be given for services installed, but not used.
6. Changes of orders after installation may be subject to labor charges. Minimum of one hour.
7. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
8. Rate quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
9. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
10. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
11. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
12. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
13. Under no circumstance should anyone other than a RICC technician make service connection.
14. All equipment should be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
15. Telephone service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
16. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
17. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
18. This order form must be completed fully in order to process.
19. Service aisles must be kept clear at all times for access to utility boxes.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).
Do not send this form to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6103
Fax (401) 458-6298**



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6103 Fax (401) 458-6298
 Email: businesscenter@smgricc.com

Office Use Only
 PA: _____

HVAC SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided. HVAC SERVICES WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.

For connections over 10 feet, an additional charge may apply based on booth placement corresponding with a house connection.

WATER AND DRAIN SUPPLY (NON – POTABLE)						
Water (cold) up to 500 gallons	*Pre Paid Rate	Standard Rate	Quantity	Subtotal	RI 7% tax	Total
1 st Connection	\$252.00	\$295.00				\$
Each Additional Connection	\$126.00	\$152.00				\$
Each Additional 100 Gallons	\$11.00	\$11.00				\$
Drain Connection						
1 st Connection	\$283.50	\$340.00				\$
Each Additional Connection	\$112.00	\$128.00				\$
One Time Fill & Drain - Up to 500 gallons maximum						
One Time Fill and Drain	\$264.00	\$316.00				\$
Per Additional Units	\$99.00	\$119.00				\$
Each Additional 100 Gallons	\$11.00	\$11.00				\$
Sink Rental						
Sink w/ 4gal hot water	\$508.20	\$610.00				\$
Sink w/ cold water	\$429.00	\$514.00				\$
Compressed Air (100lbs of house pressure – must bring own regulator)						
1 st connection	\$247.50	\$310.20				\$
Each Additional	\$110.00	\$137.50				\$
					Subtotal:	\$
					Tax (7%)	\$
					TOTAL	\$

HVAC LABOR –CHARGES APPLY WITH STANDARD RATES ONLY					
• Labor Time will be charged in One Hour Increments. Minimum Charge One Hour					
Labor	Standard Rate	Quantity	Subtotal	No Tax	Total
	\$63.80 / hour				\$
				TOTAL	\$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Check # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Total for All Services \$

Please Attach floor plan for specific installation. Thank You.

Instructions:

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***** DO NOT return this form to your decorating company. Please read policies on the second page of the form.*****



Terms and Conditions HVAC Services

1. Payment in full must be rendered prior to delivery of service.
2. Advance order payment guarantee discount rate only, not availability of service.
3. Advance orders must be received a minimum of fifteen (15) days prior to scheduled move-in date. Date payment is received by the Rhode Island Convention Center will determine applicable date.
4. Credit will not be given for services installed, but not used.
5. Changes of orders after installation may be subject to labor charges of \$76.00 per hour. Minimum of one hour.
6. All materials and equipment furnished by RICC for the service order shall remain the property of RICC and shall be removed only by the RICC staff at the close of the event.
7. Rates quotes for all connections cover the delivery of service to the booth / space in the most convenient manner and do not include connecting equipment and special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
8. Service outlet size will be determined by the volume required.
9. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
10. Claims will not be considered unless filed by the exhibitor prior to the close of the event.
11. All equipment to be connected by the RICC technicians must comply with the federal, state and local safety codes.
12. Under no circumstance should anyone other than a RICC technician make service connection.
13. HVAC service will be turned on one (1) hour prior to show opening and turned off at event closing each day.
14. RICC is not responsible for equipment that is not powered down correctly at the end of each day.
15. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
16. Unless otherwise directed, RICC Personnel are the ONLY personnel allowed to cut floor coverings to permit installation of service.
17. This order form must be fully completed in order to process.

***** Please return this form to the Rhode Island Convention Center. DO NOT send this form to your decorating company.*****

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6103
Fax (401) 458-6298**



Rhode Island Convention Center
 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6103 Fax (401) 458-6298
 Email: businesscenter@smgricc.com

Office Use Only
 CL: _____

BOOTH CLEANING SERVICE ORDER FORM

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Prepaid rates apply only to orders received **15 days** prior to the first scheduled event move in day. Standard rates apply to orders received after this time. No Exceptions. Tax must be included unless a state tax exemption document is provided.
BOOTH CLEANING SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL.
Pre-show cleaning will be provided overnight, after the first move in day and before event opening.

BOOTH VACUUMING SERVICES					
COST PER DAY	*Pre Paid Rate	Standard Rate	Number of Days	Square Feet (100 sq ft minimum)	Total
Pre-Show	.22/sq.ft.	.25/sq.ft.	-----		\$
Additional Days	.18/sq.ft.	.21/sq.ft.			\$
Subtotal:					\$

PORTER SERVICES / HOURLY TRASH REMOVAL					
COST PER DAY	*Pre Paid Rate	Standard Rate	Number of Days	Square Feet (100 sq ft minimum)	Total
Every Show Day	\$72.00	\$77.00		-----	
Only Days Specified	\$72.00	\$77.00		-----	
Subtotal:					\$

COMMENTS OR ADDITIONAL REQUIREMENTS

Total for All Services
\$

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company ck # _____

Visa
 MasterCard
 AMEX
 Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

*****DO NOT send this form to your decorating company. Please read polices on second page of form. *****



**Terms and Conditions
Booth Cleaning Service**

1. Payment in full must be rendered prior to delivery of service.
2. Advanced order payments guarantee the discount rate.
3. All order forms must be completed fully to process order.
4. Advanced orders must be received a minimum of fifteen (15) days prior to the scheduled event move-in day. Date payment is received by the Rhode Island Convention Center will determine applicable rate.
5. Unless otherwise directed, RICC Personnel are authorized to enter the booth for utility box access and/or to cut floor coverings to permit installation of service.
6. Refunds will not be given for services once they have been performed.
7. Pre-show vacuuming orders will be executed in between the first move in day and opening of event. However, the last booth vacuuming order will be taken ½ hour prior to event opening. All other orders will be considered for over night.
8. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.

**Please return this form to the Rhode Island Convention Center (FAX 401-458-6298).
DO NOT send this form to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6103
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 One Sabin Street, Providence, Rhode Island 02903-1814
 Telephone (401) 458-6103 Fax (401) 458-6298
 Email: businesscenter@smgricc.com

Office Use Only
 G: _____

Exhibitor Parking Pass Order Form

Name of Event _____ Event Dates _____ Booth # _____
 Company Name _____ Phone # _____ Fax # _____
 Address _____ City _____ State _____ Zip _____
 Contact Person _____ Signature _____ Date _____

Payment Notice: Parking passes will not be available for pick up until the first day of **Exhibitor Move In**.
 All parking passes can be picked up at the Exhibitor Services / Business Center located on the 3rd Level
 of the Rhode Island Convention Center.

Exhibitor Parking Pass Information

All parking passes are calculated by the length of each event, which include: ALL exhibitor move in days, ALL event days, and ALL exhibitor move out days. These dates are based per Show Management.

Step 1:

Choose a pass type: **\$12.00** parking pass (6am-midnight) **\$18.00** parking pass (overnight parking)

Step 2:

Enter duration of event. **(Includes all move in days, all event days, all move out days)**

Step 3:

Choose the number of passes that you need.

Step 4:

Fill in the chart below to create a Grand Total for your parking pass purchase.

Pass type	Duration of Event (all move in , all event, all move out)	Number of Passes	Grand Total
\$ _____ (Step 1)	X _____ days (Step 2)	= \$ _____ X _____ (Step 3)	= \$ _____

***Booth number and Credentials needed for Parking Pass pick-up.**

- *Exhibitor Parking Passes offer you in and out access to the parking facility and guaranteed parking.
- *The parking facility is directly connected to the Rhode Island Convention Center, Omni Hotel and Providence Place Mall. It is open 24 hours and is handicap accessible.
- *All parking passes are to be picked up at the Exhibitor Services / Business Center located on the 3rd Level of the Convention Center, near the Omni Hotel Connector.

Send this completed form with payment to the address at the top of the page. Please make checks payable to: Rhode Island Convention Center or you may pay by Credit Card. Company Ck # _____

Visa MasterCard AMEX Discover

Card#: _____ Exp Date: _____

Print Name: _____

Authorized Signature: _____

Office Use Only

Card ID number(s) _____

Date Processed: _____

Initials: _____

*****DO NOT send this form to your decorating company.
 Please read policies on the second page of this form*****



Terms and Conditions Exhibitor Parking Pass

1. Payment in full must be rendered prior to pick up of pass or passes.
2. Exhibitor parking passes are for registered exhibitors only.
3. Exhibitor parking passes can be obtained at the Exhibitor Service / Business Center in the Rhode Island Convention Center. The hours of operation are based on the hours of Exhibitor move in and Show Management's request.
4. Passes are based on an event rate from move in to move out, no pro-rate.
5. Exhibitor parking passes guarantee parking, but does not provide assigned parking.
6. Passes can be purchased online, in advance via fax or over the counter at the Exhibitor Services / Business Center office located on the 3rd Level of the Rhode Island Convention Center.
7. The purchase of a one day parking pass is not allowed.
8. Use of our event rate is not guaranteed without the Exhibitor parking pass.
9. Rates are subject to change without advanced purchase of the Exhibitor parking pass or without notice.
10. Height limitation of the facility is 6 feet 9 inches.
11. The RICC parking facility has handicap parking on all levels of the parking facility. Parking for handicap conversion vans is available with authorized Handicap License Plate.
12. Each Exhibitor parking pass allows only one vehicle access during one time period.
13. The RICC parking facility reserves the right to suspend parking privileges.
14. There are no refunds for any parking pass that is not picked up prior to the start of an event. Refunds will only be allowed for cancellations made 72 hours prior to an Exhibitor move in. No exceptions.
15. Advanced / Faxed order receipts can be obtained at the Exhibitor Services Center located on the 3rd Level of the Rhode Island Convention Center.
16. This form must be filled out completely in order to process.

This statement limits our liability.

Neither the Rhode Island Convention Center Authority nor any of its representatives shall be responsible for your vehicle or its contents. Please remove all valuables, close windows and lock your vehicle.

**Please return this form to the Rhode Island Convention Center. (FAX 401-458-6298)
DO NOT send this form to your decorating company.**

**Questions regarding service should be directed to the Exhibitor Services Center
Rhode Island Convention Center
One Sabin Street
Providence, RI 02903
(401) 458-6103
Fax (401) 458-6298**

WELCOME TO NATIONAL AND ENTERPRISE Rhode Island Convention Center Exhibitors



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Warwick, RI 02886
(401) 737-4800

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1 Sabin Street
Providence, RI 02903
(401) 861-4408

Main Lobby of Convention Center

Enterprise Convention Center Features

- 15-minute parking available for reservations and general inquiries
- Vehicles located in the Convention Center South Garage, sheltered from inclement weather conditions
- Walking distance from hotels and shopping destinations
- Minutes from the Providence Amtrak Station and Kennedy Plaza
- Easy access to highway routes 95 North, 95 South, 195 East, 6 West, and 10 South

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