

GENERAL INFORMATION

Dear Exhibitor,

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the PREP 2011 being held at Hyatt Regency Hotel in Cambridge, MA. In our commitment to an enjoyable and smooth running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each 8' deep x 10' wide booth package includes:

8' High back drape	Exhibitor ID sign
3' High side drape	Exhibit Hall is carpeted

Drape Color(s): Royal Blue & Champagne

Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Sunday,	July 10	1:00 p.m. – 5:30 p.m.
Exhibit Hours:	Sunday,	July 10	6:00 p.m. – 8:00 p.m.
	Monday,	July 11	9:00 a.m. – 6:00 p.m.
	Tuesday,	July 12	9:00 a.m. – 6:00 p.m.
Exhibitor Dismantle:	Tuesday,	July 12	6:00 p.m. – 8:00 p.m.

Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **June 27, 2011**. *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 **July 1, 2011**. *A 25% late charge will apply if orders for advance shipping are received after this date.*

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** MasterCard
 VISA

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.

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"/> Booth Cleaning |
| <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	\$ _____
Standard & Deluxe Carpet	\$ _____
Custom Exhibit Rental	\$ _____
Special Signs & Banners	\$ _____
Miscellaneous	\$ _____
MA 6.25%	\$ _____
TOTAL ESTIMATED CHARGES \$	_____

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

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

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

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS

Checks must include exhibiting firm name and booth number

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 _____

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

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LIABILITY AND INSURANCE BULLETIN

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

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

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

BOSTON UNION LABOR GUIDELINES

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that union labor may be 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 forklifts, pallet jacks and lift gates are NOT permitted.**

HAND CARRY

Exhibitors may hand carry one item, one time, in or out of the facility without having access to the loading dock. Hand-carry is defined as one item that can be easily carried by an individual without the need for dollies or other mechanized equipment and weighing less than 30 lbs. Union claims jurisdiction under all other circumstances.

POV

Exhibitors may load and unload; automobiles, mini vans, SUV's, pick-up trucks and vans. Exhibitors may not have access to the loading dock. Any vehicle requiring dock use is under Union jurisdiction.

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.

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.

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

- *Capital will begin receiving shipments at the advance warehouse 30 days prior to the move-in date of the show.
- *Capital will receive direct shipments **during exhibitor move-in hours only**. Early shipments may be refused.
- *Rate includes: Unload and deliver shipments to booth. Remove and store crates/boxes labeled EMPTY (labels are available from the on-site CCC Service Desk). Return crates/boxes at the close of the show. Remove freight from booth & load on outbound carrier from the loading dock.
- *Shipments must be sent prepaid. Collect shipments will be refused.
- *Outbound Bill of Lading must be completed and turned in at the CCC Service Desk. Exhibitors are responsible

Material Handling Rates

200 lb. MINIMUM per shipment

SHIPMENTS ~ CRATED

Includes shipments that can be unloaded at the dock with no additional handling required.

ADVANCE TO WAREHOUSE

\$89.00 PER 100 LBS

SHIPMENTS ~ SPECIAL HANDLING

Includes shipments that are packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked, also included are mixed shipments without delivery receipts, such as Fed-Ex, UPS, or POV (personally owned vehicle).

ADVANCE TO WAREHOUSE

\$111.00 PER 100 LBS

OVERTIME HANDLING

Shipments received, delivered or re-loaded after 4:30 p.m. or before 8 am Monday thru Friday or shipments handled on Saturday, Sunday and designated Holidays will be assessed additional overtime handling charges

\$31.00 PER 100 LBS

OFF TARGET SHIPMENTS

- Freight received at Show Site prior to the published move-in or after the show opens.
- Freight received at the Advance Warehouse after the published deadline.

\$31.00 PER 100 LBS

SPECIAL SERVICES- VEHICLE SPOTTING

Any vehicle driven onto the exhibit hall under its own power will incur a round-trip spotting fee of \$150.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

SEPARATE SHIPMENTS RECEIVED BY CAPITAL WILL NOT BE COMBINED. A 200 LB minimum charge applies to each shipment Capital receives. Packages arriving separately, at separate times will result in each shipment receiving a 200 lb. minimum charge. **Therefore, be sure to request that your carrier delivers your total shipment at the same time.** Shipments received at the same time from different destinations are considered separate shipments.

NOTE: Billed weight is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without specified weight on the Bill of Lading will be assigned an approximate weight by Capital. This weight will prevail.

Inbound Bill of Lading: All shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No Liability will be assumed by Capital for such shipments.

Empty Container Labels: Empty labels will be available at the Capital Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Capital assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels.

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

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ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS ONLY

Please use enclosed freight labels
Receiving hours: M-F 9:00 am to 4:00 pm (closed July 4, 2011)

Must arrive by: July 1, 2011

To: Exhibitor Name/ Booth #

For: PREP 2011

c/o Capital Convention Contractors
35 Lyman Street
Northborough, MA 01532

NOTE: THE FACILITY DOES NOT ALLOW DIRECT SHIPMENTS

*******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						

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 7:00 PM on July 12, 2011** 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 \$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: _____
- Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)
- Shrink wrap at \$35.00 per skid _____ # x \$35.00 = _____ (include on Order Summary page)

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the 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 _____

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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: PREP 2011

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: PREP 2011

Booth# _____

Carrier _____

Piece # ____ of _____

RUSH

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From: _____
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Northborough, MA 01532

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Carrier _____

Piece # ____ of _____

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From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors

35 Lyman Street
Northborough, MA 01532

Show: PREP 2011

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

TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: June 27, 2011

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$109.00	\$136.00	
		6' X 2' - 30" HIGH	\$129.00	\$161.00	
		8' X 2' - 30" HIGH	\$139.00	\$173.00	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$129.00	\$161.00	
		6' X 2' - 40" HIGH	\$149.00	\$186.00	
		8' X 2' - 40" HIGH	\$169.00	\$211.00	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$69.00	\$86.00	
		6' X 2' - 30" HIGH	\$79.00	\$99.00	
		8' X 2' - 30" HIGH	\$89.00	\$111.00	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' - 40" HIGH	\$60.00	\$75.00	
		6' X 2' - 40" HIGH	\$75.00	\$94.00	
		8' X 2' - 40" HIGH	\$85.00	\$106.00	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$99.00	\$124.00	
		30" ROUND - 40" HIGH	\$109.00	\$136.00	
TABLE RISERS		4' X 10" HIGH	\$70.00	\$88.00	
		6' X 10" HIGH	\$80.00	\$100.00	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$65.00	\$81.00	
		6' OR 8' COUNTER	\$65.00	\$81.00	
CUSTOM BOOTH DRAPE		8' HIGH PER LINEAR FT	\$10.50	\$14.50	
		3' HIGH PER LINEAR FT	\$7.50	\$9.50	

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

CIRCLE TABLE COLOR CHOICE: ROYAL BLUE SILVER BURGUNDY WHITE RED BLACK

CIRCLE DRAPE COLOR CHOICE: ROYAL BLUE SILVER BURGUNDY WHITE RED BLACK

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

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

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

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

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

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

Advance Order Price Deadline: June 27, 2011

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		PADDED SIDE CHAIR	\$54.00	\$68.00	
		PADDED ARM CHAIR	\$69.00	\$87.00	
		UPHOLSTERED BAR STOOL	\$87.00	\$109.00	
		FOLDING CHAIR	\$18.00	\$23.00	
ACCESSORIES		TRIPOD EASEL	\$35.00	\$44.00	
		GARMENT RACK	\$75.00	\$94.00	
		LITERATURE RACK	\$85.00	\$106.00	
		4' X 8' DISPLAY BOARD	\$155.00	\$194.00	
		6' SHOWCASE W/SHELVES	\$375.00	\$469.00	
		WASTEBASKET	\$18.00	\$23.00	
		RAFFLE DRUM	\$70.00	\$88.00	
		8' ALUMINUM BACK POST W/BASE	\$30.00	\$37.50	
		6'-10' ADJUSTABLE CROSS BAR	\$20.00	\$25.00	

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

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

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

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: June 27, 2011

**Custom carpet is required for booths longer than 40' 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

STANDARD CARPET

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$162.00	\$203.00	
	9 x 20	\$324.00	\$405.00	
	9 x 30	\$486.00	\$607.00	

PADDING & VISQUEEN

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

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.25	\$1.75	
	Visqueen	\$.75	\$1.25	

CUSTOM CARPET

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

Advance Price:	Booth size _____ (100 sq. ft. min) x \$2.45 sq. ft. = _____
Floor Price:	Booth size _____ (100 sq. ft. min) x \$3.05 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 \$6.00 sq. ft. = _____
Please call Exhibitor Services for Prestige Carpet Color Choices	

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

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

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

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

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

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

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

RATES:

- Straight Time:** \$ 96.00 per man-hour. 8:00 a.m. to 4:30 p.m. Monday through Friday.
- Overtime:** \$ 120.00 per man-hour. before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday
- Doubletime:** \$ 156.00 per man-hour. Sunday and observed holidays, where applicable.

CALCULATE ESTIMATED LABOR						
DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN 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 LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 30%

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 exhibitors 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

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.
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LABOR ORDER FORM (CONTINUATION)

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

OUTBOUND SHIPPING

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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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 June 10, 2011 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.

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

CUSTOM EXHIBIT PACKAGE ORDER FORM

Advance Order Price Deadline: June 27, 2011

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 \$1,600.00 (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	\$ 1,600.00
Late Orders Add 25%	\$ _____
MA6.25 %	\$ _____
GRAND TOTAL	\$ _____

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

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

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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BOOTH CLEANING & PORTER SERVICE

Booth Cleaning Order Deadline: June 27, 2011

BOOTH CLEANING

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

Booth Dimensions	Total Area	Advance Price	Floor Price	Cost per day
_____ X _____	= _____ X _____ 100 square foot minimum	\$0.49 per sq. ft./per day	\$0.61 per sq. ft./per day.	\$ _____

Choose One

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

PORTER SERVICE

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

Choose Option	Booth Size	Advance Price Cost Per Day	Floor Price Per Day	# of Show Days	Total
	Up to 1,000 square feet	\$95.00	\$118.75		
	1,001 to 2,000 square feet	\$115.00	\$143.75		
	2,001 to 3,000 square feet	\$125.00	\$156.25		
	Greater than 3,000 square feet	\$145.00	\$181.25		

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

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

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

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

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

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

SIGN ORDER FORM

Sign Order Deadline: June 20, 2011

PLEASE NOTE: In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least three (3) weeks prior to exhibitor move-in.

CUSTOM SIGNS

Special or custom signs can be made. Prices listed are for one color 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"	\$35.00	\$53.00	
	14" x 22"	\$43.00	\$65.00	
	22" x 28"	\$75.00	\$113.00	
	28" x 44"	\$95.00	\$143.00	

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	\$125.00	\$150.00	
	Over 10 words	\$1.00	\$2.00	
	Cardboard Easel Back	\$4.00	\$6.00	
	Directional Arrow	\$5.00	\$7.00	

BANNERS

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

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
_____	_____ X _____ = _____ X _____		\$16.00 per sq. ft.	\$27.00 per sq. ft.	\$ _____

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

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

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

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

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

ELECTRICAL, TELEPHONE AND BANNER REQUEST/BILLING FORM

HYATT REGENCY CAMBRIDGE Show Name: **PREP 2011** July 10 - 12, 2011
Advance Order Deadline: June 27, 2011

EXHIBITOR NAME	
ON-SITE CONTACT	
ADDRESS	
PHONE EMAIL	
SET-UP & TEAR DOWN DATES & TIMES	

ELECTRICAL SERVICES

QUANTITY	SERVICE	COST PER UNIT	TOTAL
	POWER PKG (Extension Cord, Power & Power Strip) <i>(Required for any exhibitor using power)</i>	\$80.00	
	1ST 20 AMP CIRCUIT/CORD (1 Plug-in)	\$20.00	
	EACH ADDITIONAL	\$40.00	

A/V, TELEPHONE, FAX AND INTERNET SERVICES

QUANTITY	SERVICE	COST PER UNIT	TOTAL
	LCD MONITOR WITH DVD/VCR (Includes 32" Monitor on a rolling stand, DVD/VCR, dress skirting, all cabling, setup & delivery)	\$500	
	HOUSE PHONE, NO OUTSIDE ACCESS	\$80.00	
	OUTSIDE LINE WITH TELEPHONE	\$150.00	
	OUTSIDE LINE FOR FAX OR MODEM LINE	\$125.00	
	OUTSIDE LINE W/ STANDARD SPEAKER PHONE	\$160.00	
	OUTSIDE LINE W/ DUPLEX SPEAKER PHONE	\$225.00	
	T1 LINE (NO LINE USAGE APPLIES)	\$250/DAY	
	WIRELESS INTERNET ACCESS (UP TO 20 USERS)	\$500/DAY	
	FLIPCHART PACKAGE (ADD \$10 FOR POST-IT)	\$60/DAY	
	EASEL	\$20/DAY	

OTHER SERVICES

QUANTITY	SERVICE	COST PER UNIT	TOTAL
	HANG BANNER LESS THAN 50 FT. LONG	\$40.00	
	HANG BANNER MORE THAN 50 FT. LONG	\$80.00	

ADD AN ADDITIONAL \$30.00 FOR EACH LATE REQUEST

*All A/V, Internet and Telephone equipment is subject to 20% service charge and 6.25% tax.

*All other requests are subject to 6.25% tax.

Please return this completed form to The Hyatt Regency Cambridge with a completed Credit Card Authorization form via E-mail: Dimitri.Solopoulos@hyatt.com OR Fax: 617-441-6449. For more information, contact Dimitri Solopoulos @ 617-441-6435.



**** Please attach PHOTOCOPY of the FRONT and BACK of the Credit Card**

CREDIT CARD AUTHORIZATION FORM
Show Name: PREP 2011

Exhibitor Name: _____
Event Date: _____
Group Contact Name: _____
Telephone: _____ Fax: _____
E-Mail Address: _____

TO BE COMPLETED BY CARDHOLDER:

I, _____ authorize all event charges to be billed to the following credit card:
(Print Name)

Credit Card Type (Circle One): AMEX MC VISA DINERS DISCOVER

Credit Card Number: _____ Exp. Date: _____

Name (as it appears on the credit card): _____

Address: _____
(Where final statement should be sent) **Attn:** _____

SIGNATURE (Of cardholder ONLY): _____

*** The cardholder must sign here - it will then be verified to the copy of the credit card provided.

Hotel policy requires that a legible photocopy (both front and back) of the Cardmember's credit card, be attached to this form. This photocopy is used for verification purposes only. We reserve the right to refuse any incomplete credit card authorization forms or any forms received without a legible credit card copy and/or without a valid signature of the credit card holder. Please note that the credit card, as listed above, will be charged 100% of the estimated cost 5 days prior to the scheduled event. Any balance left will be charged at the close of the event. Any credit card application authorizing the Hyatt Regency Cambridge to charge a credit card IS NOT an application for credit.

PLEASE FAX FORM TO: 617-441-6449

FOR HOTEL USE ONLY:	
MANAGER: <u>Dimitri Solopoulos</u>	FUNCTION DATE: _____
ESTIMATED BILLING: (Please furnish a copy of the estimate with this application)	
ROOMS: _____	F&B: _____
OTHER: <u>Exhibitor Order Form</u>	
*THIS FORM IS FOR USE BY EXHIBITORS WITH PDA	