

DECORATOR INFORMATION



DECORATOR INFO

Credit Card
Authorization Form
Exhibit Transportation
Material Handling
Furniture and
Accessories
Carpet Forms
Signs and Graphics
Labor & Cleaning

Demers Events & Expo Services

151A Park Ave
East Hartford, CT 06108

Phone: 860.882.0003

Fax: 860.761.0070

info@demersexpo.com

www.demersexpo.com



SHOW SCHEDULE | Important deadlines, move-in, move-out, and more.

PRODUCT & SERVICES | Order from our full catalog and take advantage of our discounts.

SHIPPING | Save money by shipping your next exhibit with our transportation experts.

QUICK FACTS GUIDE | Get the basics to help you get started.

FORMS | Forms, brochures, tips, and other important information.

CONTACT | Get in touch if there's anything we can do to help, before the show and beyond.

SHOW FACTS

New England Boat Show Boston Convention & Exhibition Center February 15-19, 2023

DISCOVER
BOATING™

NEW ENGLAND
BOAT SHOW®

PROGRESSIVE®

New England Boat Show, Boston Convention Center, February 15-19, 2023

BOOTH EQUIPMENT

Each 10'x10' booth space includes one 8' high back drape, two 3' high side drapes, and one 7"x44" booth ID sign. Drapery colors are silver and white.

EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted. Aisles will be carpeted in Tuxedo.

DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:
Friday, January 13, 2023. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE

Exhibitor Move-In:

Sunday, February 12, 2023 from 8:00am-5:00pm

Monday, February 13, 2023 from 8:00am-5:00pm

Tuesday, February 14, 2023 from 8:00am-5:00pm

Show Hours:

Wednesday, February 15, 2023 from 12:00pm-8:00pm

Thursday, February 16, 2023 from 12:00pm-8:00pm

Friday, February 17, 2023 from 12:00pm-8:00pm

Saturday, February 18, 2023 from 10:00am-8:00pm

Sunday, February 19, 2023 from 10:00am-6:00pm

Exhibitor Move-Out:

Sunday, February 19, 2023 from 7:00pm-10:00pm

Monday, February 20, 2023 from 8:00am-5:00pm

Tuesday, February 21, 2023 from 8:00am-5:00pm

UNION JURISDICTION See page 22 for more information



ONLINE ORDERING

Exhibitor Orders Must Be Completed with our PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com
(please specify show name and date). We will then create an
online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit
are available on our online storefront.

Using our online storefront saves you an 8% administrative fee!
Orders placed via email or fax will be assessed this fee.

The Last Day to Receive discount pricing is: Friday, January 13, 2023.
Floor prices apply after that date.
The Storefront will close on Friday, February 3, 2023.
No Online Orders after that date.



New England Boat Show, Boston Convention Center, February 15-19, 2023



CREDIT CARD AUTHORIZATION

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

=====

CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ DATE : _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

=====

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.

Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, January 13, 2023** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



STANDARD FURNISHINGS

Order Online and Save the Assessed 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	308.00	432.00	
	9' x 20' Carpet	678.00	862.00	
	9' x 30' Carpet	1016.00	1294.00	
	9' x 40' Carpet	1355.00	1724.00	
Carpet Color: Gray Blue Red Burgundy Emerald Green Black (Circle Choice)				
Special Cut Carpeting Over 400 SQ FT Please see next page for pricing				
Carpet Padding Booth Size: _____ ft. x _____ ft. = _____ SQ FT x \$2.00= _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	176.00	240.00	
	2' x 6' x 30" high	212.00	289.00	
	2' x 8' x 30" high	246.00	336.00	
	2' x 4' x 40" high	205.00	280.00	
	2' x 6' x 40" high	250.00	326.00	
	2' x 8' x 40" high	298.00	406.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	75.00	95.00	
	2' x 6' x 30" high	112.00	142.00	
	2' x 8' x 30" high	150.00	195.00	
	2' x 4' x 40" high	96.00	124.00	
	2' x 6' x 40" high	145.00	185.00	
	2' x 8' x 40" high	195.00	250.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	58.00	68.00	
	6' x 10" Undraped	74.00	82.00	
	4' x 10" Draped	82.00	92.00	
	6' x 10" Draped	92.00	102.00	
Wood Table Riser Color: White				

CHAIRS			
QTY		Advance	Floor
	Upholstered arm chair	94.00	128.00
	Black Bar Stool w/ foot rest	125.00	170.00
	Tubular folding chair	33.00	61.00
	Upholstered bar stool	137.00	176.00
	Padded side chair	82.00	112.00
SPECIAL DRAPERY/SKIRTING			
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)			
QTY		Advance	Floor
	8' high drapery Per Linear Foot	23.00	29.00
	3' high drapery Per Linear Foot	19.00	26.00
	13'-long table skirting	72.00	96.00
ACCESSORIES			
QTY		Advance	Floor
	Clothes Tree	89.00	112.00
	Easel (Tripod Display)	76.00	98.00
	Garment Rack	92.00	120.00
	Panelboard	320.00	400.00
	Pegboard	320.00	400.00
	Stage (4' x 4' all heights up to 36")	405.00	508.00
	Stage (4' x 4' w/ carpet & skirt)	405.00	508.00
	Stanchion Post	134.00	170.00
	Stanchion Belt	28.00	44.00
	Waste Basket	32.00	40.00

- ORDER SUMMARY -

Subtotal:	\$	
6.25% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

Advance price deadline: Friday, January 13, 2023. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

BULK SPACE CARPET

Submit this form to rent bulk carpet from Demers. Enter the Carpet Total below on the Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed. Order online to save 8% administrative fee.

Advance Order Discount Deadline: Friday, January 13, 2023

Bulk Space Carpet

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue Lagoon ☐ Grey ☐ Forest Green ☐ Red

10' wide carpet in lengths of 40' or more will be available at the following costs:

\$2.60 per square foot (discount price- if ordered prior to Jan 13, 2023)

or

\$4.25 per square foot (standard price)

Calculation for custom bulk carpet at discount price for orders received before January 13, 2023:

Exhibitor is responsible for damage to carpet and will be charge at \$1.75 per sq. ft.

_____ Length x _____ Width = _____ square feet x \$2.60 = \$ _____

Calculation for custom bulk carpet at standard price for orders received after January 13, 2023:

_____ Length x _____ Width = _____ square feet x \$4.25 = \$ _____

Carpet Protection (Visqueen)

Calculation for carpet protection for load in:

_____ Length x _____ Width = _____ Square feet x \$.35 = \$ _____

Calculation for carpet protection for load out:

_____ Length x _____ Width = _____ Square feet x \$.35 = \$ _____

To Guarantee availability, orders must be received 30 days prior to show move-in. Demers reserves the right to substitute carpet colors. Carpet will be installed in new or as new condition exhibitor is responsible for excessive wear on carpet. Excessive wear and dirt will result in exhibitor being charge for cleaning services. The use of carpet protection for move in and move out is suggested. All carpet sizes must be rounded up to the near 10' increment e.g. a 35' x 50' booth will be calculated as 40' x 50'. Cancelled orders for custom carpet will be charged 100%.

Terms / Order Estimate

Subtotal \$ _____

6.25% Tax \$ _____

Total \$ _____

Advance price deadline: Friday, January 13, 2023. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available. Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

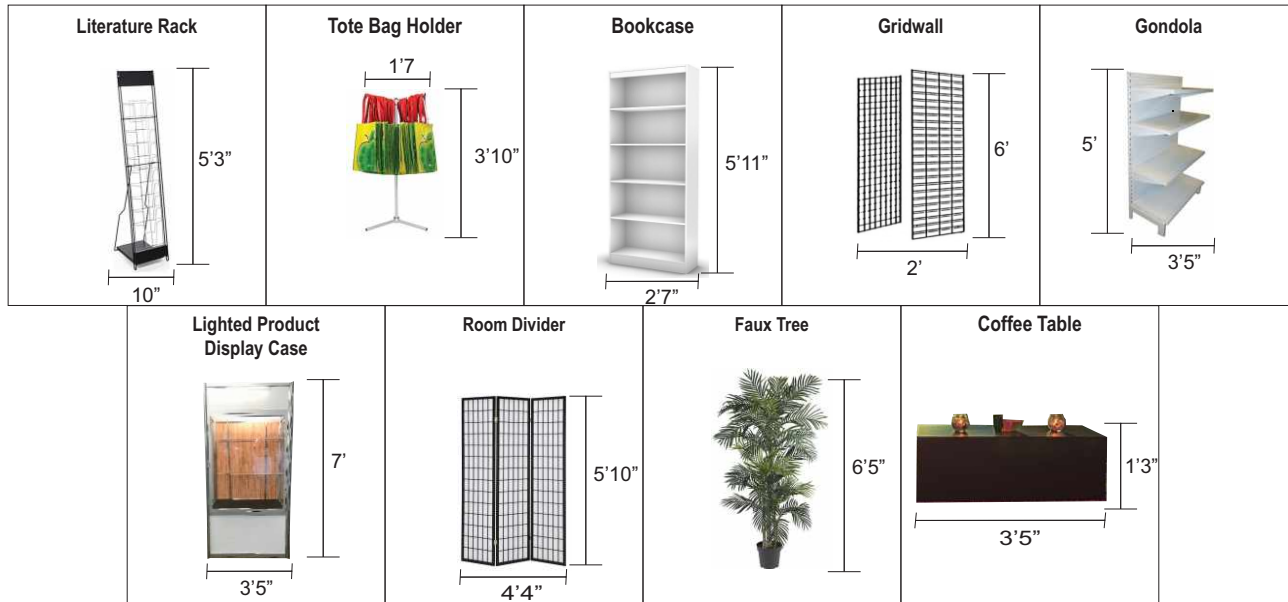
DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.



Actual products may vary from images shown

ITEM	QTY	X	PRICE	=	TOTAL
LITERATURE RACK		X	\$ 275.00	=	
TOTE BAG HOLDER/RACK		X	\$ 200.00	=	
BOOKCASE		X	\$ 400.00	=	
GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 105.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 360.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 45.00 EA	=	
LIGHTED PRODUCT DISPLAY CASE		X	\$ 995.00	=	
ROOM DIVIDER		X	\$ 250.00	=	
SILK PALM TREE		X	\$ 120.00	=	
COFFEE TABLE		X	\$ 105.00	=	
SUBTOTAL				\$	
6.25% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

Advance price deadline: Friday, January 13, 2023. Orders placed after deadline date will be assessed a 25% late fee. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

ELITE SERIES FURNITURE



SORRENTO WHITE



SORRENTO BLACK

SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR
HIGH BACK ALSO AVAILABLE

SOUTH BEACH

SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 690.00	=	
SORRENTO COUCH BLACK		X	\$ 660.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 380.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 200.00	=	
SANIBEL BISTRO TABLE		X	\$ 380.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 200.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 200.00	=	
SORRENTO CHAIR WHITE		X	\$ 490.00	=	
SORRENTO CHAIR BLACK		X	\$ 460.00	=	
SUBTOTAL				\$	
6.25% SALES TAX				\$	
8% ADMIN FEE				\$	
GRAND TOTAL				\$	

Advance price deadline: Friday, January 13, 2023. Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

Cord Rental and Installation

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday

OVERTIME 8:00am to 4:30pm, Saturday & Sunday

4:31pm to 11:59pm, Monday - Sunday

DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

***FOUR Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$169.99

\$249.99

\$254.99

\$374.99

\$339.98

\$499.98

Advance Pricing Deadline: Friday, January 13, 2023

CORD INSTALLATION LABOR

☐

Demers Exposition Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

CORD RENTAL

ITEM	QTY	X	PRICE	=	TOTAL
15' Flat Electrical Cord		X	\$ 45.00	=	
25' Flat Electrical Cord		X	\$ 55.00	=	
30' Flat Electrical Cord		X	\$ 65.00	=	
50' Flat Electrical Cord		X	\$ 75.00	=	
SUBTOTAL					\$
6.25% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

Cord Rental and Installation

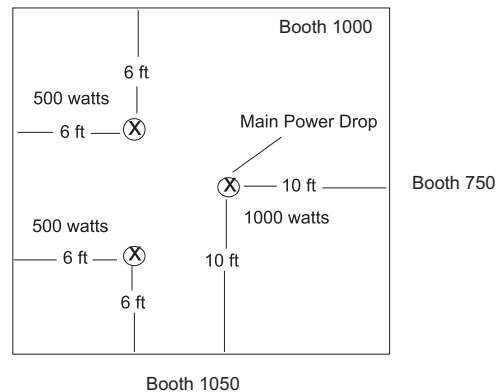
TERMS & CONDITIONS

1. Straight time rates apply to labor calls between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Overtime rates apply to labor calls before 8:00 a.m. and after 4:30 p.m., Monday through Friday, Saturdays, Double time rates apply to labor calls all day Sundays and Holidays.
2. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
3. A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour. A one hour minimum charge will apply to pick up cords.
4. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
5. Labor charges will include the time for laborers to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
6. Every effort will be made to dispatch laborers as requested but start times cannot be guaranteed. 8:00 a.m. calls will be filled on a first come first served basis as orders are received.
7. Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
8. Demers is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Demers, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL DEMERS BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Demers its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

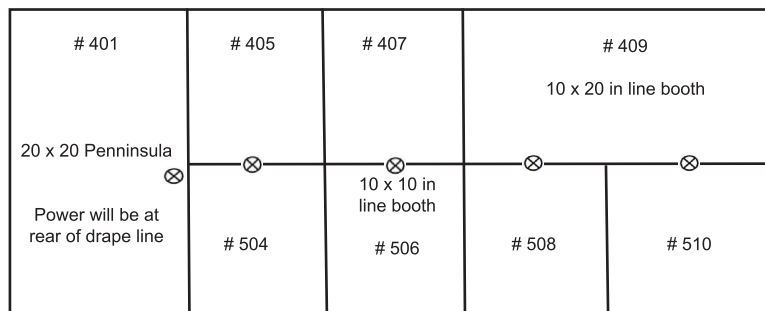
1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattages/amperages.
3. Booth orientation - please provide surrounding aisle and/or booth numbers



IN LINE BOOTHS

Power is run or dropped to in line booths along the back walls or drape line of multi booth sections. The "main power locations" therefore are always located at the back of in line and peninsula booths. Outlets may not be in the exact center of the back wall. 120 volt outlets are shared by back to back booths.

Example: Outlet = ⊗



New England Boat Show, Boston Convention Center, February 15-19, 2023

COMPANY NAME _____ BOOTH # _____

ADJACENT AISLE OR BOOTH #

[illegible]

ADJACENT AISLE OR BOOTH # _____

10 x 10 use 1 square = 1/4 foot

20 x 20 use 1 square = 1/2 foot

40 x 40 use 1 square = 1 foot



10

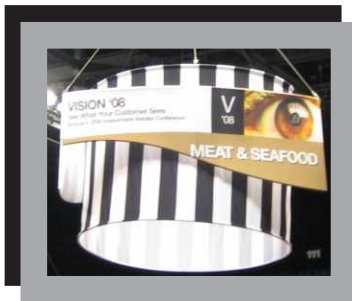
DIGITAL GRAPHICS AND SIGNS

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.



New England Boat Show, Boston Convention Center, February 15-19, 2023



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input type="text"/>	L X	<input type="text"/>	W =	<input type="text"/>	Square Feet
<small>Round length and width up to nearest foot</small>					
<input type="text"/>	Square Feet	X	\$25.00 per Sq. Ft. Discount Price or \$35.00 per Sq. Ft. Standard Price	=	<input type="text"/> Total

In order to receive discounted pricing, your order must be received by Friday, January 13, 2023.

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard:

- ☐ Foam Core
☐ PVC Fluted

Upgraded: (additional 15% charge)

- ☐ Sintra
☐ Gator Board
☐ Plexi

If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT

The quick brown fox ran over the steep hill.



☐ Vertical

The quick brown fox ran over the steep hill.



☐ Horizontal

The quick brown fox ran over the steep hill.



☐ Designer to decide

SPECIAL INSTRUCTIONS

Please indicate the file name that will be e-mailed or uploaded to our FTP (see next page)

<input type="text"/>	Total x	<input type="text"/>	6.25% Sales Tax +	<input type="text"/>	8.00% Admin Fee =	<input type="text"/>	Grand Total
----------------------	---------	----------------------	-------------------	----------------------	-------------------	----------------------	-------------

If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

ARTWORK & FILE GUIDELINES

DES-Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to DES-Box Files. Please contact Demers at 860-882-0003 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to info@demersexpo.com.



MATERIAL HANDLING ORDER FORM

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** 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 points.

CARPET AND/OR PAD ONLY: Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

TRUCKS: All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.

STRAIGHT TIME: 8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME: 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays

Note: Some inbound and outbound material handling services will have overtime charges applied.

Union Holidays: New Years Day, Martin Luther King Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

RATE CLASSIFICATIONS:	PRICE PER CWT	MINIMUM
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$160.00	\$320.00
Special Handling Shipment.....	\$219.00	\$438.00
Carpet and/or Pad Only Shipment.....	\$222.00	\$444.00
Show Site Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$150.00	\$300.00
Special Handling Shipment.....	\$195.00	\$390.00
Uncrated or Pad Wrapped Shipment.....	\$225.00	\$451.00
Carpet and/or Pad Only Shipment.....	\$225.00	\$450.00

Small Package - Maximum weight is 30 lbs per shipment

Per Shipment.....\$ 49.50

*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after January 13, 2023.....	\$ 45.00	\$90.00
Show site Shipment after Show Opening.....	\$ 45.00	\$90.00

All rates quoted above are straight time rates. All freight received at the warehouse that must be moved into or out of the booth before 8:00 am or after 4:30 pm on weekdays will be charged overtime rates. Show site overtime hours are before 8:00 am and after 4:30pm on weekdays. Any time on Saturday, Sunday or holidays will be charged overtime each way in addition to the above rates.

Overtime Charge - Warehouse (in addition to above rates)

Crated or Skidded Shipment.....	\$ 80.00	\$160.00
Special Handling Shipment.....	\$ 105.00	\$210.00
Carpet and/or Pad Only Shipment.....	\$ 120.00	\$240.00

Overtime Charge - Show Site (in addition to above rates)

Crated or Skidded Shipment.....	\$ 75.00	\$150.00
Special Handling Shipment.....	\$ 98.00	\$196.00
Uncrated or Pad Wrapped Shipment.....	\$ 112.00	\$224.00
Carpet and/or Pad Only Shipment.....	\$ 112.00	\$224.00

Off-target Charge (in addition to above rates).....25% additional

Non-Payment.....\$25.00 \$100.00

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	CWT	PRICE PER CWT (min. 2 CWT)	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =			\$
SHIPMENT 2			lbs. ÷ 100 =			\$
SURCHARGE			lbs. ÷ 100 =			\$
6.25% Service Fee						\$
8.00% Admin Fee						\$
TOTAL ESTIMATED CHARGES						\$

Order Online and Save the 8% Administrative Fee

See Next Page For Additional Information

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

IN/OUTBOUND SHIPMENTS

New England Boat Show, Boston Convention Center, February 15-19, 2023

Inbound Shipments:

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

***Please use enclosed labels on all pieces**

ADVANCE SHIPPING ADDRESS

TO: Name of Exhibitor & Booth Number
FOR: New England Boat Show
c/o Demers Exposition Services, Inc.
151A Park Avenue
East Hartford, CT 06108

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.

Deadline to receive advance pricing discount: Friday, January 13, 2023. After this date, a 25% off-target fee applies.

DIRECT SHIPPING ADDRESS – TO EVENT SITE

TO: Name of Exhibitor & Booth Number
FOR: New England Boat Show
c/o Demers Exposition Services, Inc.
Boston Convention & Exhibition Center
415 Summer Street
Boston, MA 02210

Demers will receive shipments at the event site on **February 12-14, 2023 only**. Arrival at any time other than on **February 12-14, 2023** will be assessed a Off-target fee of 25% of the total drayage charges. Shipments may be refused or redirected by the facility if received on any dates other than listed.

Non-Payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$25.00 per cwt, (\$100.00 minimum applies).

Insurance Liability: By shipping to above addresses, exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 18.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a Demers Bill of Lading at the Demers Service Desk at the event site.
- Exhibitor is responsible for making prepaid outbound shipping arrangements.
- Exhibitors may arrange with the designated show carrier (Yellow Freight) or with their own carrier to pick-up their shipment(s) at the close of the event.
- **Regardless of carrier, exhibitors must have used Demers services for inbound material handling. If not, material handling fees will apply.**
- Carriers must check in within the first hour of dismantle. If your carrier does not arrive for pick-up, your items will be removed to the Demers Warehouse.
- Shipments returned to the DES Warehouse for Outbound Shipping will be assessed Outbound Handling Fees of \$50.00 per CWT (\$100.00 minimum applies) when inbound drayage has been paid.
- **Shipments returned to the DES Warehouse may be picked up beginning Friday, February 24, 2023** (Warehouse hours are M-F, 8:30 am - 3:30 pm, except Holidays).
- Items left on the show floor at the end of dismantle without a Demers Bill of Lading will be assessed a minimum 1 hour labor charge in addition to outbound handling fees (actual charges to be determined).
- RETURN OF EMPTY CRATES MAY TAKE UP TO 1 HOUR OR MORE AFTER THE CLOSE OF THE SHOW.

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to warehouse on or before **Friday, January 13, 2023.**

New England Boat Show, Boston Convention Center, February 15-19, 2023

RUSH!

**D
E
S

F
R
E
I
G
H
T**

TO:

EXHIBITING COMPANY *Please write exhibiting company's name in this box*

New England Boat Show

BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.
151A Park Avenue
East Hartford, CT 06108**

Carrier _____

Number _____ of _____ pieces



New England Boat



Boston Convention & Exhibition Center



SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment
to SHOWSITE on **February 12-14, 2023.**

New England Boat Show, Boston Convention Center, February 15-19, 2023

RUSH!

**D
E
S

F
R
E
I
G
H
T**

TO:

EXHIBITING COMPANY *Please write exhibiting company's name in this box*

New England Boat Show

BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.
Boston Convention &
Exhibition Center
415 Summer St
Boston, MA 02210**

Carrier _____

Number _____ of _____ pieces



LIABILITY AND INSURANCE BULLETIN

New England Boat Show, Boston Convention Center, February 15-19, 2023

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

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

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

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

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

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

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

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



LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday

OVERTIME 8:00am to 4:30pm, Saturday & Sunday

4:31pm to 11:59pm, Monday - Sunday

DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

***FOUR Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$169.99

\$249.99

\$254.99

\$374.99

\$339.98

\$499.98

Advance Pricing Deadline: Friday, January 13, 2023

INSTALLATION LABOR

☐

Demers Exposition Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

DISMANTLE LABOR

☐

Demers Exposition Supervised Labor - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
 www.demersexpo.com



**Demers
Events
& Expo
Services**

IN-BOOTH FORKLIFT

To determine if you need in-booth forklift and labor, please read this form carefully.

This service cannot be used in lieu of material handling services.

In-booth forklift and labor may be required to assemble displays, or when un-crating, positioning and re-skidding equipment, displays or machinery. If you require a forklift, a crew will be assigned consisting of a forklift, operator and assistant.

A forklift is required for moving equipment or materials weighing 200 lbs. or more. Forklift capacity is limited to 5,000 lbs. per piece. For items exceeding 5,000 lbs., or if special rigging may be needed (as determined by DES Staff), additional fees will apply.

IN-BOOTH FORKLIFT & LABOR

RATE SCHEDULE

STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday
OVERTIME	8:00am to 4:30pm, Saturday & Sunday
	4:31pm to 11:59pm, Monday - Sunday
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays

ADVANCE PRICE

Forklift & Crew	Extra Assistant
\$384.00	\$242.00
\$576.00	\$363.00
\$768.00	\$484.00

SHOWSITE PRICE

Forklift & Crew	Extra Assistant
\$456.00	\$315.00
\$684.00	\$472.50
\$912.00	\$630.00

Advance Pricing Deadline: Friday, January 13, 2023

- One Half Hour minimums apply for crews and extra assistants; thereafter, charges are assessed at 1/2 hour increments.
- Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
- Supervisor must check in at the Demers Exposition Service Desk to pick-up labor.
- Upon completion, the Supervisor must return the crew to the Demers Exposition Service Desk and approve the work order.
- Labor must be cancelled in writing, 72 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.
- Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				x		=		@		=	
				x		=		@		=	
Sub-Total											
Order Online and save the 8% Administrative Fee!										8% Admin Fee	
Total											

DISMANTLE LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				x		=		@		=	
				x		=		@		=	
Sub-Total											
Order Online and save the 8% Administrative Fee!										8% Admin Fee	
Total											

*When scheduling dismantle labor, allow sufficient time for empty containers to be returned

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

CLEANING ORDER FORM

Vacuuming of booth carpet per 10'x10' booth space @ \$216.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Vacuuming			X	\$216.00	=		
Vacuuming			X	\$216.00	=		
Vacuuming			X	\$216.00	=		
Vacuuming			X	\$216.00	=		
Order Online and save the 8% Administrative Fee!						8% Admin Fee	
						Total	

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$1.05	Estimated Total Cost
		L	X	W					
Vacuuming			X		=		X	\$1.05	
Vacuuming			X		=		X	\$1.05	
Vacuuming			X		=		X	\$1.05	
Vacuuming			X		=		X	\$1.05	
Order Online and save the 8% Administrative Fee!						8% Admin Fee			
						Total			

Porter service per 10'x10' booth space @ \$216.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Porter Service			X	\$216.00	=		
Porter Service			X	\$216.00	=		
Porter Service			X	\$216.00	=		
Porter Service			X	\$216.00	=		
Order Online and save the 8% Administrative Fee!						8% Admin Fee	
						Total	

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$1.05	Estimated Total Cost
		L	X	W					
Porter Service			X		=		X	\$1.05	
Porter Service			X		=		X	\$1.05	
Porter Service			X		=		X	\$1.05	
Porter Service			X		=		X	\$1.05	
Order Online and save the 8% Administrative Fee!						8% Admin Fee			
						Total			

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
 www.demersexpo.com



**Demers
Events
& Expo
Services**

UNION JURISDICTIONS

**UNION JURISDICTIONS ARE IN EFFECT AT THE BOSTON CONVENTION CENTER
PLEASE READ THE FOLLOWING SUMMARY OF WHEN LABOR RULES APPLY
THESE RULES MAY IMPACT YOU AS A VENDOR:**

(1) If You Require Mechanized Equipment To Move Your Items:

Work rules require that the official material handling contractor off-load all equipment and display material from commercial carriers/common carriers or van lines. The use of fork trucks, pallet jacks and lift gates are permitted only by personnel of the official material handling contractor. 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 company employees of the exhibiting company.

They must be off-loading from a company owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. **All trucks, including co-owned or rental vehicles, over 24' in length will be off-loaded or loaded by the official material handling contractor.**

They may use only hand-operated equipment, which they have provided; two wheeled hand trucks and four-wheeled flat trucks are permitted. The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than the official drayage contractor.

(2) If You Require Assistance To Set Your Booth:

You may have your full time employees perform the work to set your booth. The employees used **MUST BE FULL TIME EMPLOYEES** of the Exhibiting Company. Employment ID to verify full time employment must be produced if requested. Assistance needed in addition to your full time employees must be ordered through Demers Exposition Services.

Notice to Exhibitors Regarding use of Exhibitor Appointed Contractors:

Exhibitor Appointed Contractors (EAC) may supervise the work performed, but employees of the EAC may not perform the actual work to set the booth.

New England Boat Show, Boston Convention Center, February 15-19, 2023

