

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, with cargo area of 24' or larger 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.....	\$179.00	\$358.00
Special Handling Shipment.....	\$223.75	\$447.50
Carpet and/or Pad Only Shipment.....	\$241.00	\$482.00

For every 100 square feet of booth space an exhibitor purchases they will receive 200 lbs. of direct to show site material handling at no charge. Weights above the 200lbs per 100 square feet of booth space will be charged at below rates.

Show Site Shipment (200 lb. minimum)

Crated or Skidded Shipment.....	\$167.00	\$334.00
Special Handling Shipment.....	\$208.75	\$260.94
Uncrated or Pad Wrapped Shipment.....	\$245.00	\$490.00
Carpet and/or Pad Only Shipment.....	\$245.00	\$490.00

Small Package - Maximum weight is 30 lbs per shipment

Per Shipment.....\$ 55.11

*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 December 26, 2025.....	\$ 44.75	\$89.50
Show Site Shipment after Show Opening.....	\$ 44.75	\$89.50

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.....	\$ 89.50	\$179.00
Special Handling Shipment.....	\$ 111.88	\$223.76
Carpet and/or Pad Only Shipment.....	\$ 120.50	\$241.00

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

Crated or Skidded Shipment.....	\$ 83.50	\$167.00
Special Handling Shipment.....	\$ 104.38	\$208.76
Uncrated or Pad Wrapped Shipment.....	\$ 122.50	\$245.00
Carpet and/or Pad Only Shipment.....	\$ 122.50	\$245.00

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

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

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT ROUND UP TO NEAREST 100 lbs	CWT (Minimum Charge 2 CWT)	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVERTIME CHARGES ADD 50% OT PER OCCURRENCE	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =		x			
SHIPMENT 2			lbs. ÷ 100 =		x			
SHIPMENT 3			lbs. ÷ 100 =		x			

LATE SHIPMENT(s) to DES Warehouse

\$25.00 per cwt \$100.00 Minimum Charge

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



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IN/OUTBOUND SHIPMENTS

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 shipment without late fee: Monday, December 22, 2025. 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.
MCEC
1 Cypher St
Boston, MA 02210

Demers will receive shipments at the event site on **January 3-6, 2026 only**. Arrival at any time other than on **January 3-6, 2026** 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.

Double Stacked Freight: All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates. Truck & trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

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 (ABF 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) if drayage has been paid on the inbound.
- **Shipments returned to the DES Warehouse may be picked up beginning Friday, January 16, 2026** (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.

New England Boat Show, MCEC, January 7-11, 2026

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
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SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to warehouse on or before **Monday, December 22, 2025.**

New England Boat Show, MCEC, January 7-11, 2026

RUSH!

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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



SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment
to SHOWSITE on **January 3-6, 2026.**

New England Boat Show, MCEC, January 7-11, 2026

RUSH!

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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.
MCEC
1 Cypher St
Boston, MA 02210

Carrier _____

Number _____ of _____ pieces



N E W E N G L A N D B O A T



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FORKLIFT PICK SERVICE

Forklift Pick Service is provided for materials such as skids of concrete blocks, buckets, etc. Forklift Pick Service includes taking items off your company truck and move directly to ground level. Movement from your truck to your booth constitutes material handling order form.

Forklift capacity is 5,000 lbs. per piece.

Pick service will be charged per pick.

Service can be provided during exhibitor move-in/move-out times.

Refer to the Rate Information included on this page

Materials shipped by third party carriers to the Demers Warehouse or to show-site will be charged per hundred weight as specified in the Material Handling Services Order Form included in this Kit.

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, Mon. - Sun. & all Holidays

ADVANCE PRICE

<i>Per Pick</i>	<i>Extra Assistant</i>
\$232.63	\$216.69
\$348.95	\$325.04
\$465.26	\$433.38

SHOWSITE PRICE

<i>Per Pick</i>	<i>Extra Assistant</i>
\$275.06	\$312.17
\$412.59	\$468.26
\$550.12	\$624.34

Advance Pricing Deadline: Friday, December 26, 2025

To qualify for this service, items must be palletized, skidded, or in some manner able to be handled with a forklift without the need for special rigging. Please note the price is per pick - off is one pick and back on your truck is another pick.

MOVE IN PICKS

Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					X		=	
					X		=	
Sub-Total								
Order Online and save the 8% Administrative Fee!						8.00% Admin Fee		
Total								

MOVE OUT PICKS

Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					X		=	
					X		=	
Sub-Total								
Order Online and save the 8% Administrative Fee!						8.00% Admin Fee		
Total								

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

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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, with cargo area of 24' or larger 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.

The use of a loading dock will require your equipment be unloaded and reloaded by 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.

For rigging, banner hanging and truss work please use link below to access JCALPRO Order Forms:

<https://www.newenglandboatshow.com/sites/default/files/inline-files/Rigging%20mon.pdf>

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, MCEC, January 7-11, 2026

