

# SHOW FACTS

## **GNHCC Business Expo NOVEMBER 16, 2011 Chevy Theater, Wallingford, CT**

GNHCC, Chevy Theater, Wallingford, CT, November 16, 2011

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### **BOOTH EQUIPMENT**

Each booth space includes 8' high back drape , 3' high side drape, 1-6' draped table, 2-folding chairs, and 1-7"x44" ID sign

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### **EXHIBIT HALL CARPET**

The exhibit Hall is carpeted

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### **DISCOUNT PRICES**

In order to receive discount rates listed on price sheet , we must receive your order by Friday, November 10, 2011.

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### **SHOW SCHEDULE**

#### **Exhibitor Move In**

Tuesday, November 15, 2011 from 9:00am-3:00pm

#### **Show Hours**

Wednesday, November 16, 2011 from 7:30am-5:00pm

#### **Dismantle**

Wednesday, November 16, 2011 from 5:00pm-9:00pm



# 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.

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

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Company Name: \_\_\_\_\_            Booth #: \_\_\_\_\_

Address: \_\_\_\_\_            Authorized by: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_            Signature: \_\_\_\_\_

Phone: \_\_\_\_\_            Fax: \_\_\_\_\_            Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## CREDIT AND PAYMENT POLICY

In addition to cash, company check or money order, VISA, MasterCard, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order, or credit card.
- Event site orders can be paid by cash or charged to a credit card account.
- International exhibitors must prepay all services in American funds.
- Items ordered, delivered to booth, then canceled, will not be refunded.
- Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the event.
- By submitting this credit card authorization you knowingly authorize Demers to Charge your credit card for any service rendered under the terms and conditions stated in the exhibitor kit. You also knowingly authorize your show site representative to sign for charges on your behalf.
- Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- If a receipt for charges is required, please provide a self-addressed, stamped envelope with your order(s).
- Payment must be received by advanced deadline in order to receive discounted prices and avoid late charges.

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



# STANDARD FURNISHINGS

GNHCC, Chevy Theater, Wallingford, CT, November 16, 2011

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	115.00	205.00	
	9' x 20' Carpet	260.00	380.00	
	9' x 30' Carpet	385.00	556.00	
	9' x 40' Carpet	491.00	731.00	

Carpet Color: Gray Blue Red Burgundy Emerald Green

SPECIAL CUT CARPETING Includes Taping				
Booth Size:	ft. x	ft. =	sq. ft. x	\$2.55 =

CARPET PADDING				
Booth Size:	ft. x	ft. =	sq. ft. x	1.05 =

DRAPED TABLES				
Drape Color: Gray Blue Red Black White Green Burgundy				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	74.00	149.00	
	2' x 6' x 30" high	84.00	177.00	
	2' x 8' x 30" high	94.00	205.00	
	2' x 4' x 40" high	94.00	195.00	
	2' x 6' x 40" high	104.00	206.00	
	2' x 8' x 40" high	114.00	251.00	

UNDRAPED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	54.00	119.00	
	2' x 6' x 30" high	64.00	147.00	
	2' x 8' x 30" high	74.00	175.00	
	2' x 4' x 40" high	64.00	165.00	
	2' x 6' x 40" high	74.00	176.00	
	2' x 8' x 40" high	84.00	221.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	55.00	75.00	
	6' x 10" undraped	65.00	85.00	
	4' x 10" draped	65.00	85.00	
	6' x 10" draped	75.00	95.00	

Drape Color: Gray Blue Red Black White Green Burgundy

**Advance price deadline: Thursday, November 10, 2011** Floor prices apply after this date.  
 All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, will not be refunded.  
 Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show.  
 Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	35.00	82.00	
	Padded side chair	30.00	79.00	
	Tubular folding chair	20.00	32.00	
	Upholstered bar stool	53.00	84.00	

SPECIAL DRAPERY/SKIRTING				
QTY		Advance	Floor	Subtotal
	8' high drapery per linear foot	6.50	9.70	
	3' high drapery per linear foot	4.00	6.00	
	13'-long table skirting	45.00	55.00	

Color: Gray Blue Red Black White Green Burgundy  
 Circle choice

ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Aluminum Rail/linear foot	3.00	4.00	
	Clothes Tree	35.00	55.00	
	Easel (Tripod Display)	22.00	35.00	
	Garment Rack	40.00	55.00	
	Panelboard (4' x 8')	225.00	275.00	
	Pegboard (4' x 8' White)	225.00	275.00	
	Stage (4' x 4' all heights up to 36")	65.00	75.00	
	Stage (4' x 4' w/carpet & skirt)	85.00	95.00	
	Stanchion Post (Chrome)	35.00	45.00	
	Stanchion Cord/linear foot	4.00	6.00	
	Waste Basket	10.00	15.00	

**- ORDER SUMMARY -**

Subtotal: \$ \_\_\_\_\_  
 6.35% Sales Tax: \$ \_\_\_\_\_  
**Total Due: \$ \_\_\_\_\_**

**Payment Enclosed:**

Company Check    Credit Card Authorization    Money Order

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_



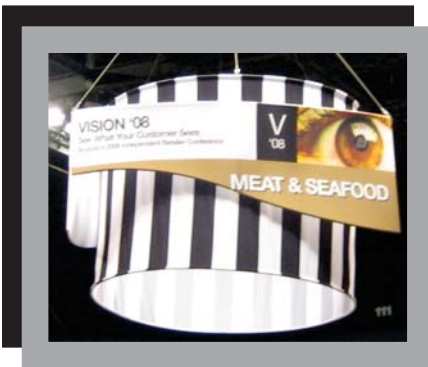
# DIGITAL GRAPHICS AND SIGNS

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.



# 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 page 2 of this form. Note: All graphics are subject to a 100% Cancellation Charge.

## DIGITAL GRAPHICS

DES-Demers Expo can provide you with 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, exhibit graphics and more.

### PRICING GUIDE

L X  W =  Square Feet

Round length and width up to nearest foot

Square Feet X  \$9.00 per Square Foot Discount Price  
 or  
 Square Feet X  \$14.00 per Square Foot Standard Price =  Total

In order to receive discounted price order must be received 14 day prior to show move in date. 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 (des 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 Material

- Foam Core     PVC Fluted

**Upgraded Material and additional 15% will be added to graphic for Material listed below:**

- Sintra     Gator Board     Plexi

Please Check the backing material you would like if nothing is marked PVC Fluted will be used

### SIGN LAYOUT



Vertical



Horizontal



DES's Designers to decide

### SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mail or upload to our ftp(see next page)

Total X  6.35% Sales Tax =  Grand Total

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

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 Date: \_\_\_\_\_

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# 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 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 posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are not necessary but requested. Please call (860)-882-0003 for assistance and a ftp password.
- If your artwork files are below 6 megabytes they can be e-mailed to [staff@demersexpo.com](mailto:staff@demersexpo.com).

GNHCC, Chevy Theater, Wallingford, CT, November 16, 2011



# SHIPPING LABELS

PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

# RUSH!

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TO: \_\_\_\_\_  
EXHIBITING COMPANY  
GNHCC

\_\_\_\_\_  
BOOTH NUMBER(s)

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

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

# RUSH!

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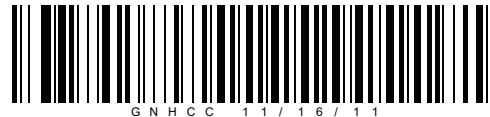
TO: \_\_\_\_\_  
EXHIBITING COMPANY  
GNHCC

\_\_\_\_\_  
BOOTH NUMBER(s)

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

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

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EXHIBITING COMPANY  
GNHCC

\_\_\_\_\_  
BOOTH NUMBER(s)

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

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



PLEASE USE LABEL BELOW FOR ADVANCE SHIPMENTS

# RUSH!

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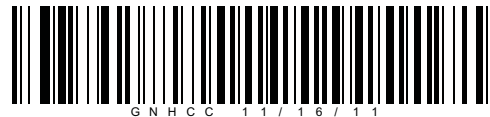
TO: \_\_\_\_\_  
EXHIBITING COMPANY  
GNHCC

\_\_\_\_\_  
BOOTH NUMBER(s)

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

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



GNHCC, Chevy Theater, Wallingford, CT, November 16, 2011



# MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to Demers Warehouse; Chevy Theater will not accept shipments. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements; collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and material handling services prepaid. Demers material handling services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to Chevy Theater's Loading Dock.

**ADVANCE SHIPPING ADDRESS - DEMERS WAREHOUSE - Please use enclosed labels on all pieces**

TO:(Name of Exhibitor & Booth Number)  
 FOR: GNHCC  
 c/o Demers Exposition Services, Inc.  
 151A Park Ave  
 East Hartford, CT 06108

Demers Warehouse will receive crated shipments and provide up to 30 days storage prior to the event. Uncrated shipments or loose materials will not be received at Demers Warehouse. Shipments can be received weekdays (excluding Holidays) 8:30 a.m.-3:30 p.m.

Deadline: Thursday, November 10, 2011

**Rate:** \$69.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs.; minimum charge 2 cwt per shipment.

Rate includes all applicable overtime and miscellaneous charges at Mohegan Sun.

**Late Shipments:** Demers reserves the right to accept or refuse shipments arriving at Demers Warehouse after the deadline referenced above. If accepted, exhibitor will be charged an additional \$12.00 per cwt, \$80.00 minimum. Freight Received at the advanced warehouse without Material Handling order form and full payment will be accessed a late charge.

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

**Outbound Shipments:** Exhibitors who have freight going outbound after the event must present a bill of lading at Demers Service Desk at Chevy Theater. Exhibitors can make arrangements with the carrier at Chevy Theaters loading dock to take their shipment(s) at the close of the event, or arrange with Demers to return shipment(s) to Demers warehouse for outbound shipping. If returning to DES Warehouse, an additional \$32.00 per cwt (100 lbs.) will be charged (minimum charge \$64.00). Shipments returned to Demers Warehouse at the close of event for outbound shipping can be picked up by Exhibitor's carrier beginning Friday, November 18, 2011 (Warehouse hours are M-F, 8:30 a.m.-3:30 p.m. except Holidays). Exhibitor is responsible for making prepaid outbound shipping arrangements.

**PLEASE COMPLETE THE FOLLOWING:**

	CARRIER	# PIECES	SHIPMENT WEIGHT	x RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$69.00	\$138.00	\$
SHIPMENT 2			lbs.	\$69.00	\$138.00	\$
SHIPMENT 3			lbs.	\$69.00	\$138.00	\$
SHIPMENT 4			lbs.	\$69.00	\$138.00	\$

<b>LATE SHIPMENT(s) to DES Warehouse</b>	\$ 12.00/cwt	\$80.00 minimum	\$
	6.35% CT Sales Tax		\$
<b>TOTAL ESTIMATED CHARGES</b>			\$

**Payment Enclosed:** Company Check    Credit Card    Authorization    Money Order

Total due must be paid before material handling services are provided.

If a statement is required, please include a self-addressed, stamped envelope with your order(s).

Company Name: \_\_\_\_\_ Booth #(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Ordered By: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_ FAX: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GNHCC, Chevy Theater, Wallingford, CT, November 16, 2011



# LABOR ORDER FORM

**Labor**

These craftsmen crate and uncrate materials, set up and dismantle exhibits  
 STRAIGHT TIME 8:00am to 4:30pm, Monday through Friday  
 OVERTIME 4:30pm to 8:00am, Monday through Friday, weekends  
 DOUBLE TIME Holidays

Rates: per person/per hour	
Discount Price	Showsite Price
\$65.00	\$95.00
\$85.00	\$105.00
\$95.00	\$125.00

Start time guaranteed only when labor is requested for the start of the working day.  
 Labor must be cancelled in writing, 24 hours in advance to avoid estimated Labor Charges.

## INSTALLATION LABOR

- **Demers Exposition Supervised Labor** – Key Information Form must be completed and returned with this order form.  
 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 #: \_\_\_\_\_

- **Exhibitor Supervised Labor** – Supervisor must check in at Demers Service Desk to pick up labor.  
 Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00)						= \$ _____
6.35% Tax						= \$ _____
\$ Installation Total						= \$ _____

## DISMANTLE LABOR

- **Demers Exposition Supervised Labor** – Key Information Form must be completed and returned with this order form.  
 Demers Exposition will not be responsible for product or literature that is not properly packed and labeled by exhibitor.  
 The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$60.00.  
 Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

- **Exhibitor Supervised Labor** – Supervisor must check in at Demers Service Desk to pick up labor.  
 Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs Per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
_____	_____	_____ x	_____	= _____	@ \$ _____	= \$ _____
DEMERS Supervision (30%/60.00)						= \$ _____
6.35% Tax						= \$ _____
\$ Installation Total						= \$ _____

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Booth #: \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Date: \_\_\_\_\_

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# LIABILITY AND INSURANCE BULLETIN

GNHCC, Chevy Theater, Wallingford, CT, November 16, 2011

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.



# THIRD PARTY PAYMENT

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the terms & conditions section of this services manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt by either party. The items below are to be invoices to the third party."

\_\_\_ ALL SERVICES

\_\_\_ TRANSPORTATION CHARGES

\_\_\_ SIGNS

\_\_\_ RENTAL FURNITURE & CARPET

\_\_\_ I&D LABOR

\_\_\_ OTHER

\_\_\_ MATERIAL HANDLING/IN & OUT

YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL TERMS AND CONDITIONS INCLUDED IN YOUR SERVICE KIT.

## EXHIBITING COMPANY INFORMATION

EXHIBITOR NAME: \_\_\_\_\_

EXHIBITOR SIGNATURE: \_\_\_\_\_

## THIRD PARTY AGENT

CREDIT CARD ACCOUNT #: \_\_\_\_\_ EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_  
\_\_\_\_\_ PERSONAL CREDIT CARD \_\_\_\_\_ COMPANY CREDIT CARD

CARDHOLDER NAME: \_\_\_\_\_

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

CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

BILLING CITY/STATE/ZIP: \_\_\_\_\_

THIRD PARTY COMPANY NAME: \_\_\_\_\_

THIRD PARTY BILLING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ (EXT): \_\_\_\_\_ FAX: \_\_\_\_\_

GNHCC, Chevy Theater, Wallingford, CT, November 16, 2011



# ORDER RECAP

Listed below is a summary of forms from the exhibitor kit. Please fill out the totals of each page and return this form with the order form and company check or credit card authorization form to Demers Exposition Services, Inc..

<b>Furnishing and Accessories Order Form</b>	\$ _____
<b>Material Handling Order Form</b>	\$ _____
<b>Labor Order Form</b>	\$ _____
<b>Sign Order Form</b>	\$ _____
<b>Sign Stand Order Form</b>	\$ _____
<b>Custom Booth Rental Package</b>	\$ _____
<b>Grand Total</b>	\$ _____

In addition to cash, company check or money order, VISA, MasterCard, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order, or credit card.
- Event site orders can be paid by cash or charged to a Credit Card Account.
- International exhibitors must prepay all services in American funds.
- Items ordered, delivered to booth, then canceled, will not be refunded.
- Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- If a statement of charges is required, please provide a self-addressed, stamped envelope with your order(s).

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Authorized by: \_\_\_\_\_  
Signature: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Booth #: \_\_\_\_\_  
Ordered by: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date: \_\_\_\_\_

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