

# SHOW FACTS

## CT International Auto Show Mohegan Sun - Earth Expo Center November 15 - 17, 2024



CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

### BOOTH EQUIPMENT

No Booth equipment is provided. Exhibitors may place rental orders via the attached forms with no limitations. To order Electrical please see page 22-26.

### EXHIBIT HALL CARPET

Please see page 5 to place a bulk carpet order.

### DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:

**Monday, October 28, 2024 for all services except bulk carpet Order online (see page 2) and save the 8% Administrative Fee.**

**Monday, October 21, 2024 is Deadline for bulk carpet orders Order online (see page 2) and save the 8% Administrative Fee.**

### SHOW SCHEDULE:

#### Exhibitor Move-In:

Tuesday, November 12, 2024 from 7:00am - 5:00pm  
Wednesday, November 13, 2024 from 7:00am - 5:00pm  
Thursday, November 14, 2024 from 7:00am - 7:00pm

#### Show Hours:

Friday, November 15, 2024 from 10:00am - 8:00pm  
Saturday, November 16, 2024 from 10:00am - 8:00pm  
Sunday, November 17, 2024 from 10:00am - 5:00pm

#### Exhibitor Move-Out:

Sunday, November 17, 2024 from 6:00pm - 9:00pm  
Monday, November 18, 2024 from 8:00am - 12:00pm

**FACILITY WORK RULES ARE IN EFFECT AT THE EXPO CENTER  
THESE RULES MAY IMPACT YOU AS A VENDOR  
PLEASE SEE PAGE 16-18 FOR FURTHER INFORMATION**

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



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# ONLINE ORDERING

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

Looking for an easier way to place you order?  
Tired of faxing or emailing forms?

**Try our fully PCI-Compliant Online Ordering System!**

Simply request an online login by emailing [info@demersexpo.com](mailto: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.**

**Deadline to receive discount pricing on bulk carpet is Monday, October 21, 2024.**

**Deadline to receive discount pricing on all services except bulk carpet is Monday, October 28, 2024.**

**Floor prices apply after that date.**

**The storefront will close on Monday, November 4, 2024.**

**No online orders after that date.**



# CREDIT CARD AUTHORIZATION

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

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 **Monday, October 28, 2024** for discount pricing to apply.
- Payment must be received by **Monday, October 21, 2024** for discount pricing to apply on **bulk carpet orders**.
- 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

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# STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

BULK CARPETING				
See Page 5 to order				
BOOTH CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	238.00	323.00	
	9' x 20' Carpet	478.00	571.00	
	9' x 30' Carpet	717.00	800.00	
	9' x 40' Carpet	958.00	1037.00	
<b>Carpet Color:</b> Black Gray Blue Red Emerald Green (Circle Choice)				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.95=				
SKIRTED TABLES				
<b>Skirt Colors:</b> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	112.00	133.00	
	2' x 6' x 30" high	133.00	149.00	
	2' x 8' x 30" high	149.00	159.00	
	2' x 4' x 40" high	132.00	144.00	
	2' x 6' x 40" high	144.00	176.00	
	2' x 8' x 40" high	176.00	199.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	65.00	68.00	
	2' x 6' x 30" high	68.00	73.00	
	2' x 8' x 30" high	73.00	81.00	
	2' x 4' x 40" high	76.00	90.00	
	2' x 6' x 40" high	90.00	101.00	
	2' x 8' x 40" high	101.00	107.00	

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	52.00	75.00	
	Black Bar Stool w/ foot rest	79.00	98.00	
	Tubular folding chair	25.00	33.00	
	Upholstered bar stool	71.00	90.00	
	Padded side chair	47.00	54.00	
SPECIAL DRAPERY/SKIRTING				
<b>Drape Colors:</b> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery <small>Per Linear Foot</small>	17.00	23.00	
	3' high drapery <small>Per Linear Foot</small>	15.00	21.00	
	13'-long table skirting	92.00	113.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	97.00	136.00	
	Easel (Tripod Display)	74.00	80.00	
	Garment Rack	118.00	170.00	
	Panelboard	249.00	345.00	
	Pegboard	280.00	378.00	
	Stage (4' x 4' all heights up to 36")	144.00	200.00	
	Stage (4' x 4' w/ carpet & skirt)	204.00	286.00	
	Stanchion Post	80.00	106.00	
	Stanchion Belt	6.50	10.50	
	Waste Basket	26.00	36.00	
	Aluminum Rail	7.50	10.50	

**- ORDER SUMMARY -**

Subtotal:	\$	<input type="text"/>
6.35% Sales Tax:	\$	<input type="text"/>
8% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

Advance price deadline: Monday, October 28, 2024. 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:	

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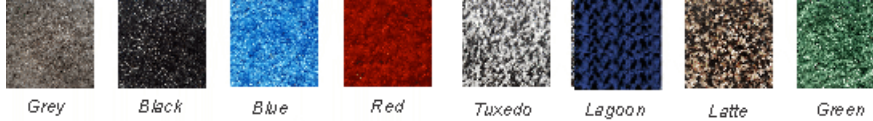
# BULK SPACE CARPET

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, pg.3 will not be processed.

**Advance Order Discount Deadline: Monday, October 21, 2024**

## Bulk Space Carpet

Please Circle Color Choice below:



**Bulk Custom Cut Carpeting will be available at the following costs:**  
**\$2.03 per square foot (standard price) apply before Monday, October 21, 2024**  
**or**  
**\$3.03 per square foot (standard price) apply after Monday, October 21, 2024**  
**Demers reserves the right to substitute carpet colors for orders placed after October 21, 2024**  
**Calculation for custom bulk carpet at discount price for orders received BEFORE Monday, October 21, 2024:**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$2.03 = \$ \_\_\_\_\_

**Calculation for custom bulk carpet at standard price for orders received AFTER Monday, October 21, 2024:**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$3.03 = \$ \_\_\_\_\_

**All Bulk Carpet Orders MUST include Carpet Protection. Visqueen is \$0.25 per square foot**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$0.25 = \$ \_\_\_\_\_

### - ORDER SUMMARY -

Subtotal:	\$	
6.35% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

Cancelled orders for custom carpet will be charged 100%

**Advance price deadline: Monday, October 21, 2024.** 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.

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Authorized by:	Signature:
E-mail:	

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# Additional Booth Accessories

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



Tote Bag Holder



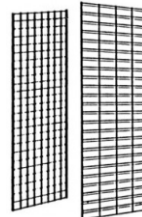
Faux Tree



Literature Rack



Gondola



Gridwall

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
SILK PALM TREE		X	\$ 70.00	=	
LITERATURE RACK		X	\$ 95.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
SUBTOTAL				\$	
6.35% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

**Advance price deadline: Monday, October 28, 2024.** 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:	

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# 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	\$ 575.00	=	
SORRENTO COUCH BLACK		X	\$ 550.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 295.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 165.00	=	
SANIBEL BISTRO TABLE		X	\$ 295.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 165.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 165.00	=	
SORRENTO CHAIR WHITE		X	\$ 300.00	=	
SORRENTO CHAIR BLACK		X	\$ 300.00	=	
SUBTOTAL				\$	
6.35% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

Advance price deadline: Monday, October 28, 2024. 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.

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

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# AUDIO/VISUAL EQUIPMENT

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$90.00 per hour labor charge will apply.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

## MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$420	
42" LCD Flat Screen Monitor (tabletop)		\$475	
50" LCD Flat Screen Monitor		\$795	
Monitor Stand (fits 50" monitor only)*		\$150	
*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.			Sub-total
			6.35% Sales Tax
			8.00% Admin Fee
			<b>Total</b>



**Order Online and Save the 8% Administrative Fee**

**Advance price deadline: Monday, October 28, 2024.** 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.**

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Authorized by:	Signature:
E-mail:	

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# MATERIAL HANDLING ORDER FORM

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

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.

**ADVANCE SHIPPING ADDRESS**  
*Please use enclosed labels on all pieces*

**TO:** Name of Exhibitor & Booth Number  
**FOR:** CT Auto Show  
c/o Demers Exposition Services, Inc.  
151A Park Ave  
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 advanced shipment without a late fee: Monday, October 28, 2024.**  
**Rate: \$69.00/CWT (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**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 from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime:** See Material Handling Schedule, next page.  
**Late Shipments:** Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$25.00 per cwt (\$100.00 minimum applies), plus additional fees if special transportation is required.  
**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 address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 16.

**DIRECT SHIPPING ADDRESS – TO EVENT SITE**  
*Please use enclosed labels on all pieces*

**TO:** Name of Exhibitor & Booth Number  
**FOR:** CT Auto Show  
c/o Demers Exposition Services, Inc.  
Mohegan Sun Earth Expo Center  
Loading / Receiving Dock 1  
1 Mohegan Sun Blvd  
Uncasville, CT 06382

Demers will receive shipments at the event site on **November 11-14, 2024 only**. Arrival at any time other than on **November 11-14, 2024** will be assessed a redirect fee of 50% of the total drayage charges.  
**Rate: \$59.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**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 from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime:** See Material Handling Schedule, next page.  
**Non-Payment:** Shipments received without a completed material handling form and full payment on file will be charged a late payment fee of \$25.00 per cwt (\$100.00 minimum).  
**Direct Shipments:** Direct shipments will only be received at the venue on **November 11-14, 2024**. Shipments received at the venue other than on **November 11-14, 2024** will be assessed a redirect fee of 50% of the total drayage charges.  
**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 13.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or “collect” charge terms.
- Exhibitors can make arrangements with the designated show carrier at the Demers Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own carrier to pick-up their shipment(s) at the close of the event (carriers must check in by 6pm on Sunday, November 17, 2024).
- All non-LTL carrier outbound shipments from show site will incur a \$1.35 per pound charge for outbound handling, a minimum outbound charge of \$95.00 will apply. Exhibitors must have printed pre-paid labels (FedEx/UPS).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor’s expense to the last known address from the inbound bill of lading.
- Empties may take up to one hour to return at the close of the show.

**PLEASE COMPLETE THE FOLLOWING:**

	CARRIER	# PIECES	SHIPMENT WEIGHT <small>ROUND UP TO NEAREST 100 lbs</small>	CWT <small>Minimum Charge 2 CWT</small>	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVER TIME CHARGES <small>ADD 25% OT or ADD 50% DT</small>	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =		x			
SHIPMENT 2			lbs. ÷ 100 =		x			
SHIPMENT 3			lbs. ÷ 100 =		x			
SHIPMENT 4			lbs. ÷ 100 =		x			
<b>LATE SHIPMENT(s) to DES Warehouse</b>						\$25.00 per cwt	\$100.00 Minimum Charge	\$
							6.35% Service Fee	\$
<b>Order Online and Save the 8% Administrative Fee</b>							8.00% Admin Fee	\$

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

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# MATERIAL HANDLING RATE SCHEDULE

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## Rate Classifications

- **Crated** - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Special Handling** - material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/ designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies such as Fed Ex, UPS or DHL, airfreight and local cartage companies, POVs and company trucks are included in this category due to their delivery procedures.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Small Packages** - A shipment of any number of pieces with a combined weight not to exceed 25lbs that is received on the same day, from the same shipped and delivered by the same carrier.
- **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 from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

## Additional Fees May Apply

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: **Shipments arriving after Monday, October 28, 2024.**
- Early Shipment to the Warehouse: Any shipment arriving prior to **September 28, 2024**
- Refer to previous page regarding availability of warehouse for outbound shipments.
- Non-LTL Shipments Returned to Warehouse: Shipments returned to the warehouse at the close of the show will be charged an additional fee of \$1.35 per lb or \$95 minimum for outbound handling.
- Any freight left on the show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.

## Overtime

- Overtime is Monday through Friday prior to 8:00am and after 4:30pm; all day Saturday and Sunday. **Double time** is from 12:00am - 7:59am, Monday through Sunday and **all holidays. Direct Freight will be accepted on Monday, November 11th at the double time rate.**
- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times at a rate of 25% per occurrence.
- The show schedule is set by show management and the venue. Your shipment is moved into or out of showsite on overtime due to scheduling beyond Demers control.



# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Monday, October 28, 2024** to avoid the late fee.

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

**RUSH!**

**DES FREIGHT**

TO:

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

**CT International Auto 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 Ave  
East Hartford, CT 06108**

Carrier \_\_\_\_\_

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

  
CT International Auto Show

  
Mohegan Sun Earth Expo

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  
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# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment to SHOWSITE on or **November 11-14, 2024.**

**CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024**

# R U S H !

TO:

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

**CT International Auto Show**

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

**c/o Demers Exposition Services, Inc.  
Earth Expo Center  
Loading/Receiving Dock 1  
1 Mohegan Sun Blvd  
Uncasville, CT 06382**

D  
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Carrier \_\_\_\_\_

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



C T I n t e r n a t i o n a l A u t o S h o w



M o h e g a n S u n E a r t h E x p o



# LIABILITY AND INSURANCE BULLETIN

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

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 material 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 the time of our actual pick-up from exhibitor's 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 shipment) 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.**



# USE OF THE LOADING DOCK

Use of the loading dock to load / unload exhibit materials is available to exhibitors during scheduled move-in / move-out hours. **ALL exhibitors MUST FOLLOW** the procedures specified on this page in order to access and use the loading dock.

## MOVE IN HOURS:

Tuesday, November 12, 2024 from 7:00am - 5:00pm  
Wednesday, November 13, 2024 from 7:00am - 5:00pm  
Thursday, November 14, 2024 from 7:00am - 7:00pm

## MOVE OUT HOURS:

Sunday, November 17, 2024 from 6:00pm - 9:00pm  
Monday, November 18, 2024 from 8:00am - 12:00pm

- Loading dock access is allowed **ONLY DURING** scheduled load-in and load-out hours. If loading out, you must first breakdown your booth before accessing the dock.
- When arriving to the loading dock, you will be directed to either the self-unloading area or to the Demers unloading area. The self-unloading area is for mini-van/van style vehicles or smaller that the exhibitor can completely unload without the use of mechanized equipment. All other vehicles like straight trucks and trailers **MUST** be unloaded at the Demers assisted area (Drayage fee, see scale per cwt with a minimum of 2 cwt applies to this service).
- At the self-unloading area, **YOU WILL HAVE 15 MINUTES TO UNLOAD / LOAD YOUR VEHICLE** without incurring a fee. Vehicles **MUST REMAIN RUNNING WITH LIGHTS ON** during this time. If you exceed the 15 minute time limit, **YOUR VEHICLE WILL BE REMOVED** from the loading dock by Demers staff.
- If you require more than 15 minutes to unload or load your vehicle, you **MUST HIRE DEMERS LABOR/DRAYAGE STAFF** to assist you in loading/unloading your vehicle and in moving your items to/from your booth. Fees will apply and must be paid at the time of service.
- Use of the loading dock is for **LOADING AND UNLOADING ONLY**. Once your vehicle is unloaded and exhibit items brought to your booth, your vehicle **MUST BE MOVED** to an alternate parking location. Your vehicle may not remain parked on the loading dock while you set-up your booth.
- **ALL** move-in and move-out activity **MUST** enter and exit the Expo Center through the Overhead Doors on the **WEST SIDE** (Loading Dock side) of the building **ONLY**.





# BEAR LOT DIRECTIONS

Please use these directions to access the Bear Lot. The Bear Lot will be used as a staging (marshaling) lot for all vehicles requiring access to the loading dock.

You must first check-in at the Bear Lot before proceeding to the loading dock.

## From 395:

Take Exit 9 onto 2A East. Then take Exit 6 from 2A East (this turns into Mohegan Sun Boulevard). Turn Right at the first traffic light. Then take next right into Bear Lot. (you will likely see several large trucks staged in this lot).

## From 2A West:

Take Exit 2. Once off the exit ramp you will come to a Traffic Light (this is Mohegan Sun Boulevard). At this Light continue straight, crossing Mohegan Sun Boulevard. The Bear Lot entrance will be on your right. (you will likely see several large trucks staged in this lot).



Type the following code into GOOGLE MAPS for direction to Bear Lot:  
FWMC+J3 Uncasville, Montville, CT





# FACILITY LABOR REGULATIONS

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

## **FACILITY WORK RULES ARE IN EFFECT AT THE EARTH EXPO 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:**  
(pallet or rider jack, forklift, moffett lift, bobcat)  
You are required to use Union Labor to operate this equipment.

**(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.

**\*\* THE EXPO CENTER DOES NOT PROVIDE CARTS FOR VENDOR USE \*\***  
See the Demers Exhibitor Services Desk with any questions.

### **ADVANCED SHIPMENTS OF FREIGHT**

Vendor items may be shipped in advance of the event to the Demers Expo Warehouse, or directly to the Expo Center via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers).  
All direct deliveries to the Expo Center will be received only on event setup days, so please plan accordingly. Items shipped in advance will be delivered to the Vendor by Demers Expo Services.  
Applicable material handling / drayage fees will apply.

### **FLAMEPROOFING / FIRE REGULATIONS**

All booth items and decorative materials, including table coverings, must be non-flammable and flame-resistant in accordance with applicable fire code standards and regulations as set forth by the office of the Mohegan Sun Fire Marshal. Specifically, all such items must meet or exceed NFPA 701 standards.  
***All tents must have a non-flammable tag affixed to it or the Fire Marshall will have it removed.***

### **INSURANCE**

You are advised to consult your insurance broker to determine the appropriate level of insurance coverage required for your display items and materials from the time they leave your premises until their return thereto. Demers Exposition Services, Inc., the Event Venue, and their respective officers, employees, agents, associates, successors and assigns, are not responsible for loss or damage sustained to exhibitor items or materials, whether sustained by fire, water, theft, accident or other cause, foreseeable or unforeseeable.



# FACILITY LABOR REGULATIONS CON'T

## THE FOLLOWING ARE NOT PERMITTED:

Gambling, as is defined as risking something of value for gain contingent on chance.

Any products containing THC.

Alcohol served for sale or tasting, unless purchased and served by Mohegan Sun Banquet Bartenders

Perishable food served for immediate consumption to the consumer (such as meals, tacos, sandwiches, etc)

Cooking on site in or outside the building, unless approved by the Mohegan Sun Health and Fire Department.

Fireworks including haze.

Animals (other than licensed service animals).

## RULES & REGULATIONS

Food sales or tastings are prohibited unless the food show application has been received and approved by the Mohegan Tribe Health Department (MTHD) no later than 10 business days prior to the event and communication between the vendor and MTHD and may include a request for additional information.

Medically based therapy treatments (barbering, body piercing, cosmetology, hairdressing, esthetician, eyelashes, massage therapy, nails, tanning, tattooing, etc) are prohibited unless an application for temporary health and beauty license has been received and approved by the Mohegan Tribal Health Department (MTHD) no later than 10 business days prior to the event and communication between the vendor and the MTHD and may include a request for additional information.

Vehicles must have 1/4 tank of gas or less and be inspected prior to entry into the building.

Open flame & other combustibles need to be pre-approved by the Mohegan Tribal Fire Department.



# 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**

**Rates: per person/per hour**

<b>ADVANCE PRICE</b>	<b>SHOWSITE PRICE</b>
\$110.75	\$158.63
\$166.13	\$237.95
\$221.50	\$317.26

**Advance Pricing Deadline: Monday, October 28, 2024**

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.

**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										
8.00% Admin Fee										
<b>Total</b>										

**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										
8.00% Admin Fee										

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

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 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
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CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

# EAC FORM

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

**(Submit this form if exhibitor intends to use a contractor other than Demers Exposition Services.)**

- Complete, sign and return this form by the due date if the Exhibiting Company intends to hire an Exhibitor Appointed Contractor (EAC) other than Demers Exposition Services to provide I&D Booth labor.
- A Certificate of Insurance furnished by their broker must be submitted by the EAC by the above due date and it must list Demers as additional insured.
- All personnel must be properly badged at show site.

**If the exhibiting company fails to comply with any or all of the requirements listed below, the EAC will not be permitted to service your exhibit, and Demers Exposition Services must be hired for installation and dismantle labor. The EAC will be able to provide supervision only.**

## EXHIBITING COMPANY INFORMATION

Booth Number		Date
Exhibiting Company name		
Exhibit Contact		
Exhibit Contact Email		
Exhibit Contact Phone		
Exhibit Contact Signature		

## EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Contractor Name		Date
Pre-Show EAC Contact		EAC On-Site Contact
Address		Email Address
City, State, ZIP code		Emergency On-Site Number

**Email your completed and signed form & Certificate of Insurance to:  
[info@demersexpo.com](mailto:info@demersexpo.com)**



# IN-BOOTH FORKLIFT / SCISSOR LIFT

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

<i>Forklift or Pallet Jack</i>	<i>Extra Assistant</i>
\$276.00	\$176.00
\$414.00	\$264.00
\$552.00	\$352.00

### SHOWSITE PRICE

<i>Forklift or Pallet Jack</i>	<i>Extra Assistant</i>
\$306.00	\$206.00
\$459.00	\$309.00
\$612.00	\$412.00

*Advance Pricing Deadline: Monday, October 28, 2024*

- One Hour minimum applies for crews and extra assistants; thereafter, charges are assessed at one-half hour increments.
- Start time is 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											
<i>Order Online and save the 8% Administrative Fee!</i>											8.00% Admin Fee
<b>Total</b>											

## 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											
<i>Order Online and save the 8% Administrative Fee!</i>											8.00% Admin Fee
<b>Total</b>											

*\*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:	

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860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



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# CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$90.00 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	\$90.00	=	
Vacuuming			X	\$90.00	=	
Vacuuming			X	\$90.00	=	
Vacuuming			X	\$90.00	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee						
<b>Total</b>						

## BULK SPACE VACUUMING (AREA OVER 600 SQ FT)

Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee										
<b>Total</b>										

Porter service per booth space @ \$90.00 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	\$90.00	=	
Porter Service			X	\$90.00	=	
Porter Service			X	\$90.00	=	
Porter Service			X	\$90.00	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee						
<b>Total</b>						

## BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)

Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8% Admin Fee										
<b>Total</b>										

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

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**Demers  
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CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

# ELECTRICAL ORDER FORM

MAIL OR FAX TO



**Demers  
Events  
& Expo  
Services**

**Demers Exposition Services**

151A Park Ave., East Hartford, CT. 06108  
Ph: (860) 882-0003 Fax (860) 579-3976  
info@demersexpo.com

Questions? Visit [www.demersexpo.com](http://www.demersexpo.com)

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>CT Auto Show</b>	<b>Advanced Pricing Deadline: Monday, October 28, 2024</b>	
<b>FACILITY:</b>	<b>Earth Expo</b>		
<b>DATES:</b>	<b>November 15-17, 2024</b>	Event ID#	

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60hz Cycle

QUANTITY Per Show	QUANTITY (For 24hrs Service)	ADVANCED PAYMENT PRICE	STANDARD PAYMENT PRICE	TOTAL COST
----------------------	---------------------------------	------------------------------	------------------------------	---------------

Prices are per event, maximum three days. For longer exhibits, add \$51 per additional day per item ordered.

**120 VOLT** All 120 Volt Connections are supplied with NEMA 5-15R, 5-20R

1000 - 1500 WATTS (15 AMPS)	_____	_____	\$188.00	\$244.00	_____
1500 - 2000 WATTS (20 AMPS)	_____	_____	\$227.00	\$295.00	_____

**208 VOLT SINGLE PHASE**

All 208 Volt Single Phase Connections are supplied with NEMA 10-30R, 6-50R, 10-50R, 14-50R, L6-20, L6-30  
One Dedicated Line for Heavy Duty Service ONLY - Multiple Connections Not Allowed)

15 AMPS	_____	_____	\$188.00	\$244.00	_____
20 AMPS	_____	_____	\$227.00	\$295.00	_____
30 AMPS	_____	_____	\$357.00	\$464.00	_____
50 AMPS	_____	_____	\$420.00	\$546.00	_____
60 AMPS	_____	_____	\$613.00	\$797.00	_____
100 AMPS	_____	_____	CALL	CALL	_____
200 AMPS	_____	_____	CALL	CALL	_____

**208 VOLT THREE PHASE**

All 208 Volt Three Phase Connections are supplied with Pin & Sleeve to 5 Wire RBBWG Cam-Iok Connectors

60 AMPS	_____	_____	\$584.00	\$759.00	_____
100 AMPS	_____	_____	CALL	CALL	_____
200 AMPS	_____	_____	CALL	CALL	_____
400 AMPS	_____	_____	CALL	CALL	_____

**RENTALS** (Electricity not included)

20' EXTENSION CORD	_____	_____	\$52.00	_____	_____
QUAD BOX / MULTI OUTLET STRIP	_____	_____	\$62.00	_____	_____

**LABOR**

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	\$94.50	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holiday)	_____	_____	\$141.75	_____	_____
Additional Show Days	_____	_____	\$51.00	_____	_____

Subtotal Labor & Subtotal Goods \_\_\_\_\_

Sales Tax (All items are taxable) No labor will be Taxed \_\_\_\_\_ 6.35% \_\_\_\_\_

**FOR ADVANCE PAYMENT PRICE**  
(posted on online portal) to apply we must receive your order, payment and floor plan showing main power location and distribution points, **10 Business days prior to your show event.**

**Avoid Duplication !!**  
If you fax this form with credit card info, do not mail the original form or send another form of payment.

**ONLINE ORDERING**  
This show may be available online. Visit [www.demersexpo.com](http://www.demersexpo.com). Click on Exhibitor Login. **Login access must be requested prior to portal login is possible by emailing info@demersexpo.com**

**ISLAND BOOTHS**  
There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Demers electricians on a time & material basis.

**208V & HIGHER VOLTAGES**  
There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

**DEDICATED OUTLETS**  
Dedicated outlets require a 20 amp outlet.

**24 HOUR SERVICES**  
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

**Advance Pricing Deadline: Monday, October 28, 2024**

FOR OFFICE USE ONLY	
DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

<b>PLACE YOUR TOTAL PAYMENT HERE</b>	
All foreign checks must be drawn on U.S. Banks Only. Demers reserves the right to correct orders figured incorrectly.	

COMPANY NAME:			PHONE:			FAX:			
ADDRESS:			CITY:			ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:	
EMAIL ADDRESS:						EXPIRATION DATE:			
PAID BY: CHECK		AMX		VISA		MC		CVV:	
CARD HOLDER SIGN:					PRINT NAME:				
<b>CREDIT CARD BILLING ADDRESS (if different from address above)</b>									
ADDRESS:			CITY:			ST:		ZIP:	

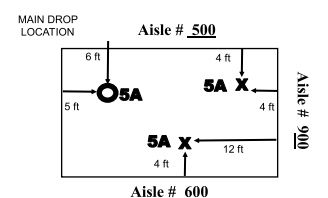
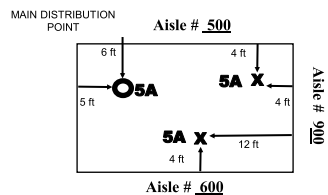
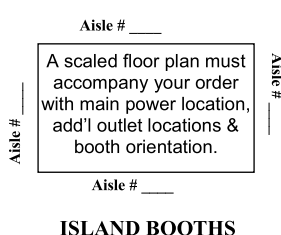
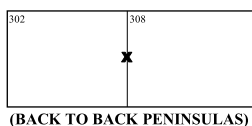
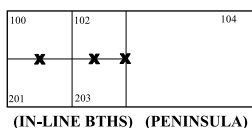


## TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Demers Exposition Services reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Demers Exposition Services office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 15 amps or 1500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Demers Exposition Services prior to our first move-in date, Demers Exposition Services will deliver the power to the most convenient location.
7. 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. A minimum charge of (1) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Demers Exposition Services employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Demers Exposition Services is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Demers Exposition Services. It shall be removed only by Demers Exposition Services employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Demers Exposition Services.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Demers Exposition Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Demers Exposition Services is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if canceled in writing & received by Demers Exposition Services within 14 calendar days prior to show opening. Except sales tax, Demers Exposition Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Demers Exposition Services harmless for any and all losses of power beyond Demers Exposition Services control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Demers Exposition Services its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Demers Exposition Services for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Demers Exposition Services to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @  
WWW.DEMERSEXPO.COM OR CALL 860.882.0003**

# 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

**\*One 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
\$103.50	\$148.25
\$155.25	\$222.38
\$207.00	\$296.50

**Advance Pricing Deadline: Monday, October 28, 2024**

## 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:
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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										
<b>Total</b>										

## 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					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
<b>GRAND TOTAL</b>					\$

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**

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

# Cord Rental and Installation

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

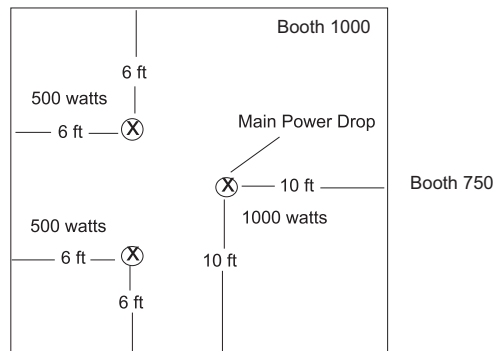
## TERMS & CONDITIONS

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

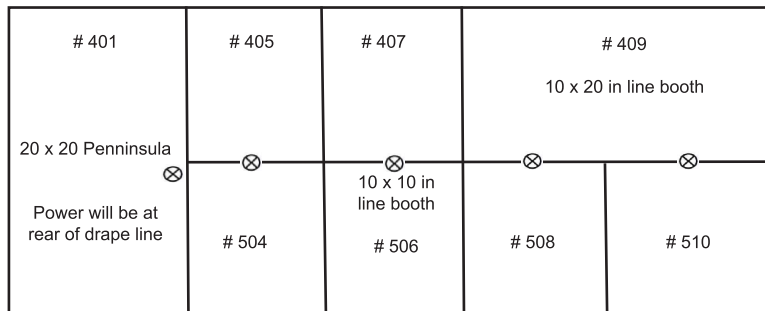


Booth 1050

## 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 = ⊗







# Event Information Technology Request Form

Today's Date \_\_\_\_\_ Master Account # \_\_\_\_\_  
 Event Name \_\_\_\_\_ Start Date/Time \_\_\_\_\_ End Date/Time \_\_\_\_\_  
 Load-in date \_\_\_\_\_ Departure date \_\_\_\_\_  
 Company Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Technical Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Convention Services Manager \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Event Location \_\_\_\_\_ Room \_\_\_\_\_ Booth \_\_\_\_\_

SERVICE ITEMS	#	Advanced Rate*	Onsite Rate	Total	Location #	Load-In Date/Time	Load-Out Date/Time
<b>Voice Services</b>							
<i>Analog Services</i>							
Fax / modem / credit card line		125.00	250.00				
With Phone – in-house / local calling only		150.00	300.00				
ISDN Services – 2B + 1D with 2 SPIDs		250.00	500.00				
<i>VoIP Services (long distance and international options)</i>							
IP Polycom		300.00	600.00				
Basic IP Phone		150.00	300.00				
Display IP Phone		200.00	400.00				
Custom Call Center Features (Special Quote)		Custom	Custom				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	500.00				
<b>Internet Services</b>							
Public Wireless Services – Best Effort based on usage		Complimentary					
<b>Dedicated Wireless Services</b>							
10Mbs		600.00	1,000.00				
20Mbs		1,200.00	1,700.00				
50Mbs		2,500.00	3,000.00				
100Mbs		5,000.00	5,500.00				
300Mbs		10,000.00	11,000.00				
Custom Wireless Options (Special Quote)		Custom	Custom				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				
<i>Public wired – Best Effort based on usage</i>							
<b>Dedicated Wired Services (0-5 static IP addresses)</b>							
10Mbs		600.00	1,000.00				
20Mbs		1,200.00	1,500.00				
50Mbs		2,500.00	3,000.00				
100Mbs		4,000.00	4,500.00				
300Mbs		10,000.00	12,000.00				
Custom Wired Options (Special Quote)		Custom	Custom				
Additional static IP address		100.00	125.00				
VPN Services with 1 static IP address		250.00	300.00				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				



# Event Information Technology Request Form

CT Auto Show, Mohegan Sun, Earth Expo, November 15-17, 2024

SERVICE ITEMS- <i>Continued</i>	#	Advanced Rate*	Onsite Rate	Total	Location #	Load-In Date/Time	Load-Out Date/Time
<b>VLAN – Private Wired Network</b>							
Local Network Connections							
2-10 Connections		500.00	600.00				
11-25 Connections		1,000.00	1,200.00				
Ethernet Switch Rental (8 – 24 Port)		200.00	250.00				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				
<b>CATV</b>							
High Definition 55" TV Rental – with channel lineup		500.00	600.00				

**\* IMPORTANT NOTES:** FEES FOR SERVICES NOT LISTED ABOVE WILL BE DETERMINED AT THE TIME OF ORDER

- All setup and rental fees are for the duration of the event, not to exceed 7 days, plus usage unless otherwise indicated.
- CT sales tax is included in the price.
- Direct Dial Long Distance calls billed on a per minute basis (AT&T operator assisted plus 40%).
- Orders cancelled with less than 48 hours notice will incur a 50% cancellation charge.
- Advance Rate, Order must be received a minimum of 15 Days prior to first (1<sup>st</sup>) scheduled move-in date.
- Technical Assistance charges are \$50.00 per hour. There is a minimum of 1 hour required. 15 days advance notice required. Standard Rate \$100 per hour with 3 hour minimum
- Provision 3<sup>rd</sup> party circuits @ \$200 plus standard labor of \$50 per hour.
- VoIP telephones are required for multi conference call, speed dialing and other specially programmed features.
- It is our policy to prohibit the use of any device which advertises wireless services on the 2.4 or 5.0 GHz frequencies.

Please take the opportunity to explain what services you are requesting and how they will be used.

For example:

- We will have 50 people using wireless for email, surfing and social media.
- There will be 5 credit card devices using wireless to access the Internet to process transactions.
- We need a TV for our DVD player to run our marketing videos.

Service Request Explanation:

### SUBMIT COMPLETED TO:



**Demers  
Events  
& Expo  
Services**

**Demers Exposition Services, Inc.**  
151A Park Ave., East Hartford, CT 06108  
Ph: (860)882-0003 - Fax (860)579-3976  
info@demersexpo.com

COMPANY NAME:		PHONE:	FAX:	
ADDRESS:		CITY:	ST:	ZIP:
SIGNATURE:		PRINT NAME:		Country:
EMAIL ADDRESS:				
PAID BY: CHECK AMX VISA MC				EXP DATE:
CARD HOLDER SIGN:		PRINT NAME:		
<b>CREDIT CARD BILLING ADDRESS (If different from address above)</b>				
ADDRESS:		CITY:	ST:	ZIP:

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