

1) Print out the order form/forms needed.

2) Fill out the appropriate information.

3) Scan/Email your order to the Rhode Island Convention Center Exhibitor Service Office to businesscenter@smgricc.com. All orders must be paid in full.

ELECTRICITY: ALL EXHIBITOR ORDER FORMS ARE ONLINE.. **DEADLINE FOR ELECTRIC ORDERS ONLINE. ORDER ELECTRICITY ONLINE** <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458-6103.

INTERNET: not included on the order form, purchase WIFI access codes from me that are \$80 per device that are 5Mbps and is good for the whole event. Also. available is a complimentary WIFI that is 1 Mbps for two hour only.
Contact **Scott Cloninger** Scott.Cloninger@cox.com Cellular: 702.815.5377

EXHIBITOR PARKING: PARKING PASSES ARE AVAILABLE AT THE CONVENTION CENTER GARAGE. 3- DAY PARKING PASSES ARE **AVAILABLE** INCLUDING "IN AND OUT" ACCESS. <http://www.riconvention.com/exhibitors/online-exhibitor-services> or by calling the Business Center 401-458-6103.

OFFICIAL SHOW PROGRAM: SEE ATTACHED RATE SHEET FOR ADDITIONAL ADVERTISING OPPORTUNITIES & BE INCLUDED IN THE OFFICIAL SHOW PROGRAM PROVIDED BY JENKS PRODUCTIONS HANDED OUT AT ENTRANCE. **DEADLINE – NOVEMBER 1, 2021.** PLEASE **CONTACT CHARMAGNE HARRIS 860.918.0891 OR CHARLEE@JENKSPRODUCTIONS.COM (EXAMPLE OF RATE/SPEC SHEET INCLUDED)**

SECURITY: MANAGEMENT WILL PROVIDE NECESSARY GUARDS DURING THE EXPO. NO ONE WILL BE ALLOWED IN THE SHOW AFTER CLOSING HOURS. NEITHER MANAGEMENT NOR THE CENTER CAN GUARANTEE EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE EXHIBIT ITEMS SHOULD BE PACKED AWAY OR COVERED AT NIGHT.

VIP GUEST PASSES: EACH EXHIBITOR IS ALLOWED TWELVE (12) VIP GUEST PASSES PER EXHIBITOR, WHICH ARE ENCLOSED. THESE ARE TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR TWO ENTRIES. FOR ADDITIONAL PASSES PLEASE CALL 860.918.0891

TICKET DISTRIBUTION: CALL CHARLEE (860-918-0891) TO ORDER SHOW TICKETS TO SEND TO YOUR CUSTOMER/CLIENT DATA BASE NO CHARGE TO YOU –.PDF COUPONS/FOR YOUR EMAIL BLAST & SOCIAL MEDIA LINKS/COUPONS ARE AVAILABLE BY EMAIL ON REQUEST PRIOR TO THE SHOW!

EXHIBITOR BADGES: EACH EXHIBITOR IS ALLOWED SIX (6) BADGES PER EXHIBITOR, AND ARE GOOD FOR THE RUN OF THE EXPO. THEY ARE TO BE USED BY BOOTH PERSONNEL ONLY. THEY WILL BE AVAILABLE AT CHECK IN - SHOW DESK.

FOOD & BEVERAGE SAMPLES: RICC CONCESSIONS NO LONGER ALLOWS ANY VENDOR FOOD/BEVERAGES TO BE SOLD UNLESS FULLY PACKAGED; NOT BE CONSUMED ONSITE.

NOTICE! PER THE FIRE MARSHALL: THE SHOW CLOSING AT 5PM SUNDAY. THIS MEANS NO ONE WILL BE ALLOWED TO DISMANTLE OR REMOVE ANY PORTION OF THE BOOTH UNTIL THAT TIME. AS LONG AS THERE IS PUBLIC IN THE BUILDING, IT IS YOUR OBLIGATION BY CONTRACT TO PRESENT A FULL AND COMPLETE DISPLAY UNTIL THE SHOW IS OFFICIALLY CLOSED. YOUR COOPERATION IS MUCH APPRECIATED!

VEHICLES: ALL VEHICLES DISPLAYED ON SHOW FLOOR ARE SUBJECT TO INSPECTION BY THE FIRE MARSHALL. KEYS MUST BE LEFT WITH SECURITY OR SHOW MANAGEMENT. BATTERIES DISCONNECTED AND TAPED. **FUEL TANK LEVEL - CALL SER FOR DETAILS - 508-757-3397**

SALES TAX COMPLIANCE: ALL RETAIL SALES AT SHOW ARE SUBJECT TO RI STATE 7% SALES TAX. DIRECT SALE VENDORS MUST APPLY FOR A TEMPORARY TAX PERMIT: YOU CAN REGISTER EITHER BY MAIL OR IN PERSON AT THE DIVISION OF TAXATION, ONE CAPITOL HILL, PROVIDENCE, RI 02908 BY FILING AN BUSINESS APPLICATION AND REGISTRATION FORM ALONG WITH THE \$10 FEE. A \$10 RENEWABLE FEE IS REQUIRED EACH YEAR. **RI DIVISION OF TAXATION - 401-574-8829**

AREA HOTELS – CALL FOR PRICING & ROOM AVAILABILITY

- **OMNI HOTEL** CENTRAL RESERVATIONS CENTER at **(800) 525-9300**

ONE WEST EXCHANGE STREET, PROVIDENCE, RI.
HOTEL IS CONNECTED TO THE RHODE ISLAND CONVENTION CENTER
WWW.OMNIHOTELS.COM

- **COURTYARD PROVIDENCE DOWNTOWN** – CALL FOR RATES AND AVAILABILITY
32 EXCHANGE TERRACE
PROVIDENCE, RI 02903
WWW.MARRIOTT.COM
(401) 272-1191

HILTON PROVIDENCE - CALL FOR RATES AND AVAILABILITY
21 ATWELLS AVE
PROVIDENCE, RI 02903
WWW.HILTON.COM
(401) 919-5012

- **MOTEL 6** - WARWICK - 401-467-9800 – CALL FOR RATES AND AVAILABILITY, I-95 SOUTH, EXIT 15.

BOOTH PAYMENTS: ALL BOOTH FEES ARE DUE NOVEMBER 5, 2021. PAYMENTS RECEIVED AFTER THAT MUST BE IN THE FORM OF CASH, CERTIFIED CHECK OR MAJOR CREDIT CARD. A STATEMENT IS ENCLOSED FOR YOUR CONVENIENCE.

ALL BOOTHS MUST BE PAID IN FULL/BEFORE YOU ARE ALLOWED TO SETUP.

REMINDER - NO DRIVING IS PERMITTED ON SHOW FLOOR PER THE BUILDING! UNLESS SCHEDULED

BRING YOUR OWN HAND DOLLIES, HAND TRUCKS, OR HAND CARTS!

(HAND CARRY –PARK ON LEVEL 3 TOWER NORTHWEST FOR CONVENIENT ACCESS TO LOAD IN DOCK)

MATERIAL HANDLING – UNION REGULATIONS REQUIRE THAT THE OFFICIAL DRAYAGE CONTRACTOR OFF-LOAD ALL EQUIPMENT AND DISPLAY MATERIAL FROM ALL TRUCKS, COMMON CARRIERS AND VAN LINES (24 FEET +),

THE USE OF LOADING DOCKS, FORK TRUCKS AND PALLET JACKS ARE PERMITTED ONLY BY DEMERS EXPOSITION SERVICES PERSONNEL.

EXHIBITORS ARE ALLOWED TO UNLOAD A MINI-VAN, CAR, STATION WAGON OR PICK-UP. BRING YOUR OWN DOLLIES - EXHIBITORS MAY USE HAND-OPERATED EQUIPMENT THAT THE EXHIBITOR HAS PROVIDED THEMSELVES SUCH AS: TWO WHEELED HAND TRUCKS AND FOUR WHEELED FLAT TRUCKS. **THE USE OF FORK TRUCKS, PALLET JACKS AND ANY OTHER MECHANICAL EQUIPMENT IS NOT PERMITTED BY ANYONE OTHER THAN DEMERS EXPOSITION SERVICES ANY CRATED MATERIALS MUST BE HANDLED BY UNION PERSONNEL.**

MOVE-IN FRIDAY, NOVEMBER 12, 2021 – 10:00AM-6PM
SHOW HOURS – SAT 10AM-6PM / SUN 10AM-5PM
MOVE-OUT SUNDAY, NOVEMBER 14, 2020 5PM-9PM (NO LABOR FEES DURING THIS TIME)

PARKING

FORM ONLINE: [HTTP://WWW.RICONVENTION.COM/EXHIBITORS/ONLINE-EXHIBITOR-SERVICES](http://www.riconvention.com/exhibitors/online-exhibitor-services)

BUSINESS OFFICE

99 WEST EXCHANGE STREET

PROVIDENCE, RI 02903

PHONE #401-458-6103 FAX #401-458-6335

[HTTP://WWW.RICONVENTION.COM/EXHIBITORS/ONLINE-EXHIBITOR-SERVICES](http://www.riconvention.com/exhibitors/online-exhibitor-services)

COMPANY NAME: _____ **BOOTH #:** _____
____ YES I WOULD LIKE ADDITIONAL VIP PASSES-QUANTITY _____ PDF COUPON (PERSONALIZED) _____

RECIPRICAL WEB LINK: _____

CREDIT CARD # _____ EXP DATE _____

*NAME ON CARD _____

SECURITY CODE _____ (LAST (3) DIGITS ON REVERSE OF CARDS/AMEX (4) DIGITS FROM RIGHT OF CARD

AMT AUTH \$ _____ AUTH SIGNATURE _____

BILLING ZIP CODE _____

YOUR RI TAX ID# _____ (REQUIRED)

PLEASE RETURN COMPLETED FORM TO:

JENKS PRODUCTIONS, LLC.
205 East High Street
East Hampton, CT 06424
(860) 918-0891 DIRECT
Charmagne "Charlee" Harris
CHARLEE@Jenksproductions.com

**YOU MAY FAX THIS TO US AT
(860) 365-5751
THANK YOU FOR YOUR ORDER
SEE YOU AT THE SHOW!
VISIT US ONLINE AT
www.jenksproductions.com**