

# SHOW FACTS

## Connecticut Bridal Show CT Convention Center, Hartford, CT January 7-8, 2023



CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023

### BOOTH EQUIPMENT

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

A 6' skirted table with 2 folding chairs is available **IF PRE-ORDERED** with Jenks Show Management.

### EXHIBIT HALL CARPET

Aisles will be carpeted in Tuxedo. Carpet is not provided for booths. Carpet for your booth may be ordered separately (see page 4 of this kit).

### DISCOUNT PRICES

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

**Friday, December 23, 2022.** Order online (see page 2) and save the 8% Administrative Fee.

### SHOW SCHEDULE:

#### Exhibitor Move-In:

Friday, January 6, 2023 from 9:00am - 11:00am (LIMOS ONLY)

Friday, January 6, 2023 from 11:00am - 6:00pm (GENERAL MOVE IN)

Saturday, January 7, 2023 from 8:00am - 10:00am (GENERAL MOVE IN)

#### Show Hours:

Saturday, January 7, 2023 from 11:00am - 5:00pm

Sunday, January 8, 2023 from 11:00am - 5:00pm

#### Exhibitor Move-Out:

Sunday, January 8, 2023 from 5:00pm - 9:00pm

### UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER!!

#### THESE RULES MAY IMPACT YOU AS A VENDOR:

Vendors may erect their own booth and lay their own carpet providing that it's the exhibiting companies own FULL TIME personnel performing the work. If you require additional assistance beyond your personnel please see page 13 of this exhibitor services manual.

All banner hanging is jurisdiction of Union Member and to be ordered through CT Convention Center.

See Union Labor Regulations on page 12



# ONLINE ORDERING

**Looking for an easier way to place your 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.**

**Last day to receive discount pricing is Friday, December 23, 2022.  
Floor prices apply after that date.  
The Storefront will close on Friday, December 30, 2022.  
No Online Orders after that date.**



# CREDIT CARD AUTHORIZATION

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

CREDIT CARD:      VISA      MasterCard      AMEX  
ACCOUNT NUMBER: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): \_\_\_\_\_  
CARDHOLDER'S NAME: \_\_\_\_\_  
CARDHOLDER'S SIGNATURE: \_\_\_\_\_      DATE : \_\_\_\_\_

## ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: \_\_\_\_\_      Booth #: \_\_\_\_\_  
Card Billing Address: \_\_\_\_\_      Authorized by: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_      Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_      Fax: \_\_\_\_\_      Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.  
Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, December 23, 2022** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

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

**PAYMENT MUST BE INCLUDED WITH ALL ORDERS**



# STANDARD FURNISHINGS

CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	152.00	188.00	
	9' x 20' Carpet	265.00	360.00	
	9' x 30' Carpet	400.00	510.00	
	9' x 40' Carpet	486.00	626.00	

Carpet Color: Gray Blue Red Burgundy Emerald Green (Circle Choice)

SPECIAL CUT CARPETING				
Booth Size:	ft. x	ft.=	sq. ft. x	3.35=

CARPET PADDING				
Booth Size:	ft. x	ft.=	sq. ft. x	2.60=

SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal

	2' x 4' x 30" high	90.00	110.00	
	2' x 6' x 30" high	110.00	122.00	
	2' x 8' x 30" high	122.00	132.00	
	2' x 4' x 40" high	109.00	120.00	
	2' x 6' x 40" high	126.00	148.00	
	2' x 8' x 40" high	142.00	170.00	

UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal

	2' x 4' x 30" high	53.00	56.00	
	2' x 6' x 30" high	56.00	60.00	
	2' x 8' x 30" high	69.00	74.00	
	2' x 4' x 40" high	64.00	76.00	
	2' x 6' x 40" high	70.00	84.00	
	2' x 8' x 40" high	78.00	88.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal

	4' x 10" Undraped	54.00	64.00	
	6' x 10" Undraped	66.00	76.00	
	4' x 10" Draped	76.00	86.00	
	6' x 10" Draped	88.00	98.00	

Wood Table Riser Color is White

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	43.00	58.00	
	Black Bar Stool w/ foot rest	58.00	76.00	
	Tubular folding chair	21.00	27.00	
	Upholstered bar stool	147.00	190.00	
	Padded side chair	36.00	46.00	

SPECIAL DRAPERY/SKIRTING				
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Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)

QTY		Advance	Floor	Subtotal
	Aluminum Rail <small>Per Linear Foot</small>	6.50	7.50	
	8' high drapery <small>Per Linear Foot</small>	8.75	10.75	
	3' high drapery <small>Per Linear Foot</small>	8.00	9.00	
	13'-long table skirting	72.00	89.00	

ACCESSORIES				
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QTY		Advance	Floor	Subtotal
	Clothes Tree	72.00	98.00	
	Easel (Tripod Display)	54.00	58.00	
	Garment Rack	88.00	128.00	
	Panelboard	185.00	259.00	
	Pegboard	208.00	290.00	
	Stage (4' x 4' all heights up to 36")	125.00	155.00	
	Stage (4' x 4' w/ carpet & skirt)	150.00	195.00	
	Stanchion Post	60.00	78.00	
	Stanchion Belt	5.50	8.00	
	Waste Basket	16.00	22.00	

**- ORDER SUMMARY -**

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

Advance price deadline: Friday, December 23, 2022. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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

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



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# DIGITAL GRAPHICS AND SIGNS

CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023

## 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

CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023

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

## DIGITAL GRAPHICS

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

## PRICING GUIDE

<input style="width: 100%; height: 20px;" type="text"/>	L	X	<input style="width: 100%; height: 20px;" type="text"/>	W =	<input style="width: 100%; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot						
<input style="width: 100%; height: 20px;" type="text"/>	Square Feet	X	\$10.00 per Sq. Ft. Discount Price or \$15.00 per Sq. Ft. Standard Price	=	<input style="width: 100%; height: 20px;" type="text"/>	Total

In order to receive discounted price, order must be received by **Friday, December 23, 2022**.  
**Minimum order per graphic 6 sq. ft.**; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).  
**Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

## BACKING MATERIAL

<b>Standard:</b> <input type="checkbox"/> Foam Core <input type="checkbox"/> PVC Fluted <input type="checkbox"/> Vinyl Banner	<b>Upgraded:</b> (additional 15% charge) <input type="checkbox"/> Sintra <input type="checkbox"/> Gator Board <input type="checkbox"/> Plexi
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If backing material is not selected, PVC Fluted will be used.

## SIGN LAYOUT

<div style="border: 1px solid black; padding: 2px; font-size: x-small;">The quick brown fox ran over the steep hill.</div> <input type="checkbox"/> Vertical	<div style="border: 1px solid black; padding: 2px; font-size: x-small;">The quick brown fox ran over the steep hill.</div> <input type="checkbox"/> Horizontal	<div style="border: 1px solid black; padding: 2px; font-size: x-small;">The quick brown fox ran over the steep hill.</div> <input type="checkbox"/> Designer to decide
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## SPECIAL INSTRUCTIONS

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

<input style="width: 100%; height: 20px;" type="text"/>	Total X	<input style="width: 100%; height: 20px;" type="text"/>	6.35% Sales Tax	+	<input style="width: 100%; height: 20px;" type="text"/>	8.00% Admin Fee	=	<input style="width: 100%; height: 20px;" type="text"/>	Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

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

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

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



# MATERIAL HANDLING ORDER FORM

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 Bridal Expo  
 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 advance pricing discount: Friday, December 23, 2022**

**Rate: \$79.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**

**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

**Overtime:** not applicable

**Late shipments:** Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$25.00 per cwt (\$100.00 minimum) will be charged, 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.

**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached **LIABILITY AND INSURANCE BULLETIN** on page 11.

## DIRECT SHIPPING ADDRESS – TO EVENT SITE

*Please use enclosed labels on all pieces*

TO: Name of Exhibitor & Booth Number  
 FOR: CT Bridal Expo  
 c/o Demers Exposition Services, Inc.  
 CT Convention Center  
 100 Columbus Blvd  
 Hartford, CT 06103

Demers will receive shipments at the event site on **January 6, 2023** only. Arrival at any time other than **January 6, 2023** may be refused and redirected to the Advance Warehouse.

**Direct shipments will only be received on January 6, 2023.**

**Rate: \$76.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**

**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

**Overtime:** not applicable

**Non-payment:** Shipments received without a material handling order form and payment will be assessed a late payment fee of \$25.00 per cwt, \$100.00 minimum.

**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the Venue on January 6, 2023. Shipments received at the Venue prior to January 6, 2023 will be redirected to the advanced warehouse and assessed 50% of the drayage cost as a redirect fee.

**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached **LIABILITY AND INSURANCE BULLETIN** on page 11.

## 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, YELLOW, 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 LTL carrier to pick-up their shipment(s) at the close of the event (carriers must check in during the first hour of dismantle).
- All non-LTL carriers outbound shipments will incur material handling charges of \$40.00 per cwt (\$80.00 minimum applies).
- If carriers do not pick up the shipment(s) from the venue, the shipment(s) will return to the Demers warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning **Wednesday, January 11, 2023**. (warehouse hours are 8:30am - 3:30pm Monday through Friday, excluding Holidays).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

## PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$79.00 or \$76.00	\$158.00 or \$152.00	\$
SHIPMENT 2			lbs.	\$79.00 or \$76.00	\$158.00 or \$152.00	\$
SHIPMENT 3			lbs.	\$79.00 or \$76.00	\$158.00 or \$152.00	\$
SHIPMENT 4			lbs.	\$79.00 or \$76.00	\$158.00 or \$152.00	\$
<b>LATE SHIPMENT(s) to DES Warehouse</b>				\$25.00	\$100.00 Minium Charge	\$
						6.35% Service Fee
						\$
<b>Order Online and Save the 8% Administrative Fee</b>						8.00% Admin Fee
						\$
<b>TOTAL ESTIMATED CHARGES</b>						\$

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

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# SHIPPING LABELS - ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Friday, December 23, 2022** avoid the late fee.

CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023

# RUSH!

**DES  
FREIGHT**

TO:

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

CT Bridal Expo

**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 Bridal Expo



CTCC



# SHIPPING LABELS DIRECT

CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023

Copy and use this label for Direct Shipment to SHOWSITE on **January 6, 2023.**

**RUSH!**

**DES FREIGHT**

TO:

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

CT Bridal Expo

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

**c/o Demers Exposition Services, Inc.**  
 CT Convention Center  
 100 Columbus Boulevard  
 Hartford, CT 06103

Carrier \_\_\_\_\_

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

  
 CT Bridal Expo

  
 CTCC



# LIABILITY AND INSURANCE BULLETIN

CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023

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

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

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

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

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

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

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

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



# UNION LABOR REGULATIONS

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

**(1) If Your Vehicle Exceeds 14' In Length:**

You are required to use Union Labor to unload (and reload) your items.

**(2) 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.

**(3) If You Require Assistance To Set Your Booth:**

You may have up to 3 of your employees to set your booth.

If more than 3 are needed, the additional person(s) must be Union Labor staff.

The employees used MUST be full time employees of the Exhibiting Company.

Employment ID to verify full time employment status may be requested.

**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 CONVENTION 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 Convention Center via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers).

All direct deliveries to the Convention 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 Connecticut State Fire Marshal. Specifically, all such items must meet or exceed NFPA 701 standards.

## 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.



# 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

**\*Two 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

<b>ADVANCE PRICE</b>	<b>SHOWSITE PRICE</b>
\$88.00	\$132.00
\$132.00	\$198.00
\$176.00	\$264.00

**Advance Pricing Deadline: Friday, December 23, 2022**

## 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>										

## 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:
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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>										

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 Bridal Expo, Connecticut Convention Center, January 7-8, 2023**

# CLEANING ORDER FORM

Vacuumping of booth carpet is available through Demers Expo prior to the opening of the show.

Once the event opens, these services are available only through the Convention Center.

Please contact Exhibitor Services at the Convention Center at 860-728-2640 to arrange for this and other booth cleaning services that may be needed on event days.

VACUUMING						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Vacuumping			X	\$80.00	=	
Vacuumping			X	\$80.00	=	
Vacuumping			X	\$80.00	=	
Vacuumping			X	\$80.00	=	
				8% Admin Fee		
				<b>Total</b>		

*Order Online and save the 8% Administrative Fee!*

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						
Vacuumping			X		=		X	\$0.41	=	
Vacuumping			X		=		X	\$0.41	=	
Vacuumping			X		=		X	\$0.41	=	
Vacuumping			X		=		X	\$0.41	=	
							8% Admin Fee			
							<b>Total</b>			

*Order Online and save the 8% Administrative Fee!*

Vacuumping of booth carpet is available through Demers Expo prior to the opening of the show.

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Please contact Exhibitor Services at the Convention Center at 860-728-2640 to arrange for this and other booth cleaning services that may be needed on event days.

PORTER SERVICE						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
				8% Admin Fee		
				<b>Total</b>		

*Order Online and save the 8% Administrative Fee!*

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	=	
							8% Admin Fee			
							<b>Total</b>			

*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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 www.demersexpo.com



**Demers  
Events  
& Expo  
Services**





# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103  
**Phone:** 860.728.2642 **Cell:** 860.692.2584 **Fax:** 860.728.2641  
**Email:** mmurphy@ctconventions.com

Forms available online at [www.ctconventions.com](http://www.ctconventions.com)

EL \_\_\_\_\_

## ELECTRICAL SERVICE ORDER FORM

Name of Event:	Date of Event:
Company Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.  
**Pre-Paid rates apply to orders paid in full and received 1 day prior to first scheduled move in day.**  
**On-Site rates apply after the 1 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

**\*\* Online Checkout → Instant Email Confirmation \*\***

1) Visit [www.ctconventions.com](http://www.ctconventions.com) 2) Select **Exhibitors** 3) Select **Order Services**

Money Order #:	Check #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Billing Address (if different from above):	
Billing City:	State:                      Zip Code:
Credit Card #:	
Expiration Date:	Security Code:
Authorized Signature:	

**\*\* Please submit a floor plan with your order form if you have special requests for where you would like your power to be connected. \*\***

Standard Electrical Service *120 volts – per single outlet	Pre-Paid Rate	On-Site Rate	Quantity	Subtotal	CT 6.35% Tax	Total
10 amp (1100 watts)	\$90.00	\$104.00				
15 amp (1650 watts)	\$110.00	\$124.00				
20 amp (2200 watts)	\$125.00	\$139.00				

**Special Electrical Service** – requires a minimum charge of 1 hour labor at \$65 per hour per connection.

**\*208 volts – single phase – per single outlet**

	Pre-Paid Rate	On-Site Rate	Quantity	Labor	CT 6.35% Tax	Total
20 amp	\$130.00	\$152.00				
30 amp	\$220.00	\$264.00				
40 amp	\$250.00	\$314.00				
50 amp	\$325.00	\$380.00				
60 amp	\$400.00	\$465.00				

**Service Accessories** – accessory prices do not include power

	Pre-Paid Rate	On-Site Rate	Quantity	Subtotal	CT 6.35% Tax	Total
Extension Cord (25 feet)	\$15.00	\$20.00				
Power Strip (15 amp max)	\$22.00	\$26.00				

**ORDER TOTAL:**

**CT Bridal Expo, Connecticut Convention Center, January 7-8, 2023**

