

SHOW FACTS

Connecticut Fall Home Show Connecticut Convention Center November 1-2, 2025



CT Fall Home Show, CT Convention Center, November 1-2, 2025

BOOTH EQUIPMENT

Each 10' x 10' booth includes one 8' high back drape, two 3' high side drapes and one 7"x44" booth ID sign.

EXHIBIT HALL CARPET

The Exhibit Hall is NOT carpeted. Aisle carpet will be provided. Booth carpet is available for rental, please see page 4.

DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:
Friday, October 17, 2025. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Friday, October 31, 2025 from 8am - 5pm

Show Hours:

Saturday, November 1, 2025 from 11am - 5pm

Sunday, November 2, 2025 from 11am - 4pm

Exhibitor Move-Out:

Sunday, November 2, 2025 from 4pm - 9pm*

***All Exhibitors MUST Move Out by 9pm on Sunday**

To order electric please visit the
CT Convention Center website

<https://www.ctconventions.com/exhibitors/order-services/>

**UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER
THESE RULES MAY IMPACT YOU AS A VENDOR
SEE PAGE 13 FOR MORE INFORMATION**



ONLINE ORDERING

CT Fall Home Show, CT Convention Center, November 1-2, 2025

**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
(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, October 17, 2025.
Floor prices apply after that date.
The storefront will close on Friday, October 24, 2025.
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, October 17, 2025** 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

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	150.30	184.37	
	9' x 20' Carpet	261.62	306.94	
	9' x 30' Carpet	384.19	505.73	
	9' x 40' Carpet	484.10	623.15	
Carpet Color: Gray Blue Red Burgundy Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 4.37= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.70= _____				
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	94.76	111.24	
	2' x 6' x 30" high	111.24	122.57	
	2' x 8' x 30" high	128.75	140.08	
	2' x 4' x 40" high	111.24	122.57	
	2' x 6' x 40" high	128.75	145.23	
	2' x 8' x 40" high	145.23	173.04	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	56.65	66.95	
	2' x 6' x 30" high	66.95	78.28	
	2' x 8' x 30" high	78.28	89.61	
	2' x 4' x 40" high	66.95	78.28	
	2' x 6' x 40" high	78.28	88.58	
	2' x 8' x 40" high	88.58	100.94	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	56.65	66.95	
	6' x 10" Undraped	66.95	84.46	
	4' x 10" Draped	78.28	88.58	
	6' x 10" Draped	88.58	100.94	
Wood Table Riser Color is White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	45.32	58.71	
	Padded side chair	37.08	46.35	
	Tubular folding chair	20.60	26.78	
	Upholstered bar stool	60.77	78.28	
	Black Bar Stool w/ foot rest	69.01	88.58	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	7.57	9.68	
	3' high drapery Per Linear Foot	7.31	8.60	
	13'-long table skirting	71.07	88.58	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	71.07	100.94	
	Easel (Tripod Display)	53.56	59.74	
	Garment Rack	88.58	125.66	
	Panelboard	270.89	301.79	
	Pegboard	211.15	287.37	
	Stage (4' x 4' all heights up to 36")	186.46	219.39	
	Stage (4' x 4' w/ carpet & skirt)	219.39	253.38	
	Stanchion Post	59.74	81.37	
	Stanchion Belt	5.13	7.51	
	Waste Basket	20.60	24.72	

- ORDER SUMMARY -

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

CT Fall Home Show, CT Convention Center, November 1-2, 2025

Advance price deadline: Friday, October 17, 2025. 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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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 Fall Home 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: Friday, October 17, 2025.

Rate: \$89.00 per CWT (per 100 lbs.). 2 CWT minimum applies (weights are rounded to the next 100lbs).

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 Rate 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 9.

DIRECT SHIPPING ADDRESS – TO EVENT SITE

Please use enclosed labels on all pieces

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

Demers will receive shipments at the event site on **October 31, 2025 only**. Arrival at any time other than on **October 31, 2025 only** will be assessed a redirect fee of 50% of the total drayage charges.

Rate: \$87.00 per CWT (per 100 lbs.). 2 CWT minimum applies (weights are rounded to the next 100lbs).

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 Rate 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 **October 31, 2025 only**. Shipments received at the venue other than on **October 31, 2025** 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 9.

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Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading with the Demers office via email or phone.
- 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 through the Demers Service Office 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 5:00 pm on Sunday, November 2, 2025). If designated carrier does not check in on time, shipment will be forced out with house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.
- 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). Freight will return to DES warehouse where the exhibitor can schedule a pick up from their carrier beginning on **Wednesday, November 5, 2025**.
- 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 ROUND UP TO NEAREST 100 lbs		CWT Minimum Charge 2 CWT	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVER TIME CHARGES ADD 25% OT PER OCCURRENCE	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =			x			
SHIPMENT 2			lbs. ÷ 100 =			x			
SHIPMENT 3			lbs. ÷ 100 =			x			
SHIPMENT 4			lbs. ÷ 100 =			x			
LATE SHIPMENT(s) to DES Warehouse							\$25.00 per cwt	\$100.00 Minimum Charge	\$
								6.35% Service Fee	\$
Order Online and Save the 8% Administrative Fee								8.00% Admin Fee	\$
								TOTAL ESTIMATED CHARGES	\$

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

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MATERIAL HANDLING RATE SCHEDULE

CT Fall Home Show, CT Convention Center, November 1-2, 2025

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 Friday, October 17, 2025.**
- Early Shipment to the Warehouse: **Any shipment arriving prior to Wednesday, October 1, 2025.**
- 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.
- 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 Advance Shipment to Warehouse.
Please have shipment (s) arrive by
October 17, 2025 to avoid the late fee.

CT Fall Home Show, CT Convention Center, November 1-2, 2025

RUSH!

**DES
FREIGHT**

TO:

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

CT Fall Home Show

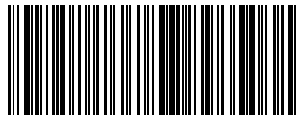
BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

c/o Demers Exposition Services, Inc.

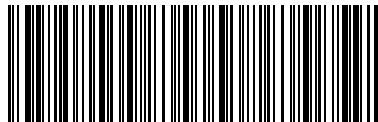
151A Park Ave
East Hartford, CT 06108

Carrier _____

Number _____ of _____ pieces



CT Fall Home Show



CT Convention Center



SHIPPING LABELS - DIRECT

Copy and use this label for Direct Shipment
to Showsite on **October 31, 2025 ONLY.**

CT Fall Home Show, CT Convention Center, November 1-2, 2025

RUSH!

**DES
FREIGHT**

TO:

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

CT Fall Home Show

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

c/o Demers Exposition Services, Inc.

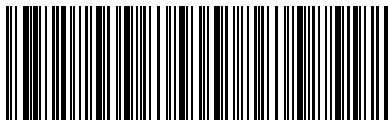
CT Convention Center
100 Columbus Boulevard
Hartford, CT 06103

Carrier _____

Number _____ of _____ pieces



CT Fall Home Show



CT Convention Center



LIABILITY AND INSURANCE BULLETIN

CT Fall Home Show, CT Convention Center, November 1-2, 2025

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.



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

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$102.20 \$153.30

\$153.30 \$229.95

\$204.40 \$306.60

Advance Pricing Deadline: Friday, October 17, 2025

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		=		@		=	

If you elect Demers Supervised Labor to assemble your display, the display must have complete explicit instructions. Any booth without complete explicit instructions will either incur additional labor costs for specialty labor or not be installed.

DEMERS Supervision 30% or \$60.00 Minimum

8% Admin Fee

Total

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% Admin Fee

Total

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

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FORKLIFT PICK SERVICE

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

- Forklift capacity is 5,000 lbs. per piece.
- Pick service will be charged per pick.
- Service can be provided during exhibitor move-in/move-out times.
- Refer to the Rate Information included on this page
- Materials shipped by other transportation to the Demers Warehouse or to show-site will be charged per hundred weight as specified in the Material Handling Services Order Form included in this Kit.

RATE SCHEDULE

		<u>ADVANCE PRICE</u>		<u>SHOWSITE PRICE</u>	
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	<i>Per Pick</i> \$135.96	<i>Extra Assistant</i> \$104.03	<i>Per Pick</i> \$147.29	<i>Extra Assistant</i> \$114.33
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$203.94	\$156.05	\$220.94	\$171.50
	4:31pm to 11:59pm, Monday - Sunday				
DOUBLE TIME	12:00am - 7:59am, Mon. - Sun. & all Holidays	\$271.92	\$208.06	\$294.58	\$228.66

Price includes service inbound and outbound

Advance Pricing Deadline: Friday, October 17, 2025.

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

MOVE IN PICKS

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

MOVE OUT PICKS

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

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

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IN-BOOTH FORKLIFT

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

		<u>ADVANCE PRICE</u>	<u>SHOWSITE PRICE</u>
		<i>Forklift & Crew</i>	<i>Extra Assistant</i>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$169.95	\$128.75
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$254.93	\$193.13
	4:31pm to 11:59pm, Monday - Sunday		
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	\$339.90	\$257.50

<i>Forklift & Crew</i>	<i>Extra Assistant</i>
\$190.55	\$149.35
\$285.83	\$224.03
\$381.10	\$298.70

Advance Pricing Deadline: Friday, October 17, 2025

- One Half Hour minimums apply for crews and extra assistants; thereafter, charges are assessed at 1/2 hour increments.
- Start time 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											
Order Online and save the 8% Administrative Fee! 8% Admin Fee											
Total											

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											
Order Online and save the 8% Administrative Fee! 8% Admin Fee											
Total											

*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:	

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**

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.

