

SPRINGFIELD WEDDING & BRIDAL EXPO

January 11-12, 2025

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Event On Site Contact -
Michelle Villar - 860-209-4729
Dennis Jenks - 860-918-1297



Springfield Wedding &

Bridal Expo

January 11-12, 2025 | SAT & SUN - 11:00am - 4:00pm

Better Living Center | 1305 Memorial Drive - West Springfield, MA

MOVE IN - Friday, January 10 - 10:00am - 6:00pm
(8:00am - 10:00am Vehicles Only)
MOVE OUT - Sunday, January 12 - 4:00pm - 8:00pm

EXHIBITOR BADGES: EXHIBITORS ARE ALLOWED SIX (6) EXHIBITOR BADGES UNLESS OTHERWISE SPECIFIED
BADGES WILL BE AVAILABLE AT THE SHOW OFFICE DURING CHECK IN

ELECTRICITY - NOT INCLUDED IN BOOTH COST

MUST PRE-ORDER WITH JENKS BY JANUARY 3 - COST \$85

PER FIRE MARSHALL - ALL CONNECTIONS MUST BE 3 PRONGED, GROUNDED PLUGS

FOR ELECTRICAL ORDERS, PLEASE CONTACT CATHY - CATHY@JENKSPRODUCTIONS.COM

BOOTH FEES - ALL FEES ARE DUE BY DECEMBER 19, 2024

ANY PAYMENTS RECEIVED AFTER THIS DATE MUST BE CASH, CERTIFIED CHECK OR CREDIT CARD

ANY FOOD SAMPLERS OR FOOD SALES - TEMPORARY HEALTH PERMITS

DEADLINE - JANUARY 11!

CONTACT CRISTAL SKURA 413-495-1816 | West Springfield Department of Health
OR - ALLHEALTH@TOWS.COM

INTERNET - FREE INTERNET SUPPLIED BY BETTER LIVING CENTER -
PLEASE ASK FOR PASSWORD AT SHOW OFFICE

EXTRA TABLES & CHAIRS - DEMERS DECORATING SERVICES

SEE ATTACHED ORDER FORM OR CALL 860-882-0003 OR INFO@DEMERS.COM

FOR ADVANCED SHIPPING OR DECORATING AND DISPLAY SERVICES, SEE PAGE 2

GATE 9 TO BE USED FOR LOAD IN

PARKING - FREE FOR MOVE IN



***\$5 Parking both Sat & Sun During Event**

PLEASE PRE-PAY FOR PARKING OR BE PREPARED TO PAY DAY OF EVENT - FOR PREPAID PARKING PLEASE FOLLOW LINK -

**PER FIRE MARSHAL - ALL TENTS MUST BE FIRE PROOF AND HAVE
ORIGINAL FIRE SAFETY TAG -**

NO MOVE OUT UNTIL BUILDING IS FREE OF ATTENDEES/4:00PM SUNDAY

NO OPEN FLAMES - NOTHING THAT PRODUCES HEAT - NO ENCLOSED TENTS OR ROOFED STRUCTURES
EVERY VEHICLE PARKED INSIDE AG HALL MUST HAVE LESS THAN ¼ TANK OF GAS OR 5 GALLONS, ONE BATTERY CABLE DISCONNECTED
AND TAPED, THE GAS TANK SEALED WITH TAPE OR LOCKED, KEY MUST REMAIN ON THE PROPERTY, REFUELING TO BE DONE OFF SITE &
ALL LIQUID PROPANE TANKS MUST BE REMOVED FROM THE EXPO CENTER IMMEDIATELY AFTER USE.

UNATTENDED CHILDREN UNDER 12 ARE NOT PERMITTED DURING MOVE-IN/OUT!



Springfield Wedding &

Bridal Expo

January 11-12, 2025 | Sunday - 11:00am - 4:00pm

Better Living Center | 1305 Memorial Drive - West Springfield, MA

MOVE IN INSTRUCTIONS

- ALL MOVE-IN CREWS MUST CHECK IN AT THE SHOW OFFICE
- ALL BOOTHS MUST BE PAID IN FULL BEFORE MOVE IN IS ALLOWED
- USE LOADING DOORS ONLY – NOT FRONT ENTRANCE
- BRING DOLLIES OR HAND TRUCKS FOR MOVE-IN. NO MECHANICAL MATERIAL HANDLING EQUIP. ALLOWED
- INSURANCE CERTIFICATES REQUIRED - NAME BOTH
- JENKS PRODUCTIONS, LLC - 205 E HIGH STREET, EAST HAMPTON, CT 06424

&

EASTERN STATES EXPOSITION/BETTER LIVING CENTER - 1305 MEMORIAL DRIVE, WEST SPRINGFIELD, MA

- PLEASE BRING THREE PRONGED, GROUNDED EXTENSION CORDS AND ADAPTOR BARS, AS THEY ARE NOT PROVIDED
- PLEASE NOTE - ROLL UP DOORS MAXIMUM HEIGHT IS 13'9" | MAXIMUM INDOOR CEILING HEIGHT IS 13'

MOVE OUT - ALL MATERIALS MUST BE OUT BY 8PM SUNDAY NIGHT. ITEMS LEFT AFTER SUNDAY ARE SUBJECT TO DISPOSAL AT EXHIBITORS' EXPENSE. **NO EARLY BREAKDOWN OF BOOTH, PER FIRE MARSHALL**

DISPLAY & DECORATING - 10X10 PIPED/DRAPE & COMPANY SIGN INCLUDED.

VIP GUEST PASSES - EACH EXHIBITOR IS ALLOWED FOUR (4) VIP GUEST PASSES, TO BE USED FOR CLIENTS OR FAMILY. EACH PASS IS GOOD FOR TWO ENTRIES.

SECURITY - MANAGEMENT WILL PROVIDE SECURITY DURING THE EXPO. NO ONE HAS ACCESS TO SHOW AFTER HOURS. NEITHER MANAGEMENT NOR THE EXPO CENTER GUARANTEES EXHIBITORS AGAINST LOSS OF ANY KIND. SEE YOUR INSURANCE AGENT FOR OFF PREMISE INSURANCE. SMALL OR VALUABLE MATERIALS SHOULD BE PACKED OR COVERED AT NIGHT.

ADVANCED SHIPPING OF LARGE DISPLAY MATERIALS - DRAYAGE CHARGES FOR DISPLAY MATERIALS/FREIGHT CHARGES ARE APPLICABLE. ANY ITEMS SHIPPED TO THE SHOW ARE SUBJECT TO CHARGES. JENKS PRODUCTIONS IS NOT RESPONSIBLE FOR PAYMENT OF ADDITIONAL ITEMS ORDERED. Please contact DEMERS DECORATING SERVICES - info@demers.com

DISTRIBUTION OF BROCHURES OR OTHER MATERIALS IS NOT PERMITTED OUTSIDE A PAID EXHIBITOR BOOTH.

SHOW FACTS

Springfield Bridal Expo Better Living Center / Big E Fairgrounds West Springfield, MA January 11-12, 2025



Springfield Bridal Show, Better Living Center, January 11-12, 2025

BOOTH EQUIPMENT

Each 10' x 10' booth space includes one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs and one 7"x44" booth ID sign. Show colors are black and white.

EXHIBIT HALL CARPET

Aisles will be carpeted in Tuxedo. Booth carpet is available for rental, please 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 27, 2024. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Friday, January 10, 2025 from 9:00am - 10:00am (LIMOS ONLY)

Friday, January 10, 2025 from 10:00am - 6:00pm (GENERAL MOVE IN)

Saturday, January 11, 2025 from 8:00am - 10:00am (GENERAL MOVE IN)

Show Hours:

Saturday, January 11, 2025 from 11:00am - 4:00pm

Sunday, January 12, 2025 from 11:00am - 4:00pm

Exhibitor Move-Out:

Sunday, January 12, 2025 from 4:00pm - 9:00pm



ONLINE ORDERING

Springfield Bridal Show, Better Living Center, January 11-12, 2025

**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
(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 27, 2024.
Floor prices apply after that date.
The Storefront will close on Friday, January 3, 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, December 27, 2024** 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

Springfield Bridal Show, Better Living Center, January 11-12, 2025

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	159.65	196.73	
	9' x 20' Carpet	276.04	373.89	
	9' x 30' Carpet	415.09	528.39	
	9' x 40' Carpet	503.67	647.87	
Carpet Color: Gray Blue Red Black Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.55= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.76= _____				
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	95.79	116.39	
	2' x 6' x 30" high	116.39	128.75	
	2' x 8' x 30" high	128.75	139.05	
	2' x 4' x 40" high	115.36	126.69	
	2' x 6' x 40" high	132.87	155.53	
	2' x 8' x 40" high	149.19	178.19	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	57.68	60.77	
	2' x 6' x 30" high	60.77	64.89	
	2' x 8' x 30" high	74.16	79.31	
	2' x 4' x 40" high	694.22	81.37	
	2' x 6' x 40" high	751.90	89.61	
	2' x 8' x 40" high	83.43	93.73	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	58.11	69.01	
	6' x 10" Undraped	71.07	81.37	
	4' x 10" Draped	81.37	91.67	
	6' x 10" Draped	93.73	104.03	
Wood Table Riser Color is White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	48.41	62.83	
	Black Bar Stool w/ foot rest	62.83	81.37	
	Tubular folding chair	24.72	30.90	
	Upholstered bar stool	154.50	198.79	
	Padded side chair	40.17	50.47	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	Aluminum Rail Per Linear Foot	6.90	8.03	
	8' high drapery Per Linear Foot	9.27	11.38	
	3' high drapery Per Linear Foot	9.27	9.57	
	13'-long table skirting	77.25	94.76	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	77.25	104.03	
	Easel (Tripod Display)	58.71	62.83	
	Garment Rack	93.73	134.93	
	Panelboard	193.64	269.86	
	Pegboard	217.33	301.79	
	Stage (4' x 4' all heights up to 36")	131.84	162.24	
	Stage (4' x 4' w/ carpet & skirt)	157.59	203.94	
	Stanchion Post	64.89	83.43	
	Stanchion Belt	5.97	8.49	
	Waste Basket	19.57	25.75	

- ORDER SUMMARY -

Subtotal:	\$	
6.25% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

Advance price deadline: Friday, December 27, 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:	

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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Services**

DIGITAL GRAPHICS AND SIGNS

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on 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 type="text"/>	L	X	<input type="text"/>	W	=	<input type="text"/>	Square Feet
<small>Round length and width up to nearest foot</small>							
<input type="text"/>	Square Feet	X	\$10.87 per Sq. Ft. Discount Price or \$16.22 per Sq. Ft. Standard Price		=	<input type="text"/>	Total

In order to receive discounted price, order must be received by **Friday, December 27, 2024**.
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

Standard:

- ☐ Foam Core
- ☐ PVC Fluted
- ☐ Vinyl Banner

Upgraded: (additional 15% charge)

- ☐ Sintra
- ☐ Gator Board
- ☐ Plexi

If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT



☐ Vertical



☐ Horizontal



☐ Designer to decide

SPECIAL INSTRUCTIONS

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

<input type="text"/>	Total	X	<input type="text"/>	6.25% Sales Tax	+	<input type="text"/>	8.00% Admin Fee	=	<input 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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 860.882.0003 – Fax 860.579.3976– Email info@demersexpo.com
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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.



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: Springfield Bridal 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, December 27, 2024.

Rate: \$84.46 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 rate sheet on page 9.

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 12.

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

TO: Name of Exhibitor & Booth Number
FOR: Springfield Bridal Show
c/o Demers Exposition Services, Inc.
Better Living Center
1305 Memorial Ave
West Springfield, MA 01089

Demers will receive shipments at the event site on **January 10, 2025 only**. Arrival at any time other than on **January 10, 2025** will be assessed a redirect fee of 50% of the total drayage charges.

Rate: \$80.34 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 rate sheet on page 9.

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 **January 10, 2025**. Shipments received at the venue other than on **January 10, 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 12.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading with Demers office (info@demersexpo.com).
- 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, ABF Freight, 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, January 12, 2025).
- Shipments left on the show floor without having an outbound bill of lading on file with Demers, will be forced out through the designated show carrier at the exhibitor's expense to the last known address.
- All non-LTL carrier outbound shipments from show site will incur a \$1.39 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, 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 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	\$
							6.25% 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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**Demers
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MATERIAL HANDLING RATE SCHEDULE

Springfield Bridal Show, Better Living Center, January 11-12, 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, December 27, 2024.**
- Early Shipment to the Warehouse: **Any shipment arriving prior to Friday, December 13, 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.
- 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 show site 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
Friday, December 27, 2024 avoid the late fee.

Springfield Bridal Show, Better Living Center, January 11-12, 2025

RUSH!

**DES
FREIGHT**

TO:

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

Springfield Bridal Show

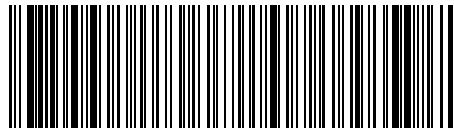
BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

c/o Demers Exposition Services, Inc.

151A Park Ave
East Hartford, CT 06108

Carrier _____

Number _____ of _____ pieces



Springfield Bridal Show



Better Living Center



SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment
to SHOWSITE on **January 10, 2025.**

Springfield Bridal Show, Better Living Center, January 11-12, 2025

RUSH!

**DES
FREIGHT**

TO:

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

Springfield Bridal Show

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

c/o Demers Exposition Services, Inc.

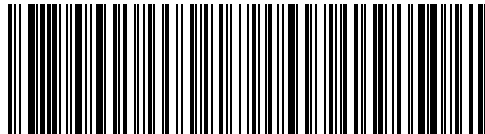
Better Living Center

1305 Memorial Ave

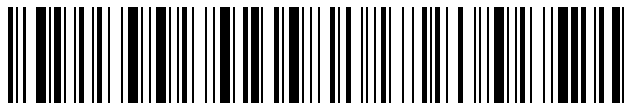
West Springfield, MA 01089

Carrier

Number _____ of _____ pieces



Springfield Bridal Show



Better Living Center



LIABILITY AND INSURANCE BULLETIN

Springfield Bridal Show, Better Living Center, January 11-12, 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**

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

\$93.35 \$140.03

\$140.03 \$210.05

\$186.70 \$280.06

Advance Pricing Deadline: Friday, December 27, 2024

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		=		@		=	

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:
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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

Total

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**