SHOW FACTS

Connecticut Fall Home Show
Connecticut Convention Center
October 31 - November 1, 2026

JENKS PRODUCTIONS

BOOTH EQUIPMENT

Each *10' x 10'* booth includes one 8' high back drape, two 3' high side drapes and one 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 16, 2026. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:
Friday, October 30, 2026 from 8am - 5pm

Show Hours:
Saturday, October 31, 2026 from 11am - 5pm
Sunday, November 1, 2026 from 11am - 4pm

Exhibitor Move-Out:
Sunday, November 1, 2026 from 4pm - 9pm*
***All Exhibitors MUST Move Out by 9pm on Sunday**

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

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 16, 2026.
Floor prices apply after that date.
The storefront will close on Friday, October 23, 2026.
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 16, 2026** 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 Fall Home Show, CTCC, October 31 - November 1, 2026

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 Black 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	

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:	$

Advance price deadline: Friday, October 16, 2026 All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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

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

MATERIAL HANDLING ORDER FORM

CT Fall Home Show, CTCC, October 31 - November 1, 2026

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 16, 2026.

Rate: ***$92.00 per CWT (per 100 lbs.). 2 CWT miniminum 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 30, 2026 only.** Arrival at any time other than on **October 30, 2026 only** will be assessed a redirect fee of 50% of the total drayage charges.

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

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 30, 2026 only**. Shipments received at the venue other than on **October 30, 2026** 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.

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 1, 2026). 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). Shipments will return to the DES warehouse where the exhibitor can schedule a pick up with their carrier beginning on **Wednesday, November 4, 2026**. Warehouse hours are M-F 8:30am-3:30pm, excluding holidays.
- 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	$
								8.00% Admin Fee	$
								TOTAL ESTIMATED CHARGES	$

Order Online and Save the 8% Administrative Fee

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

MATERIAL HANDLING RATE SCHEDULE

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 shipper 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 16, 2026.
- Early Shipment to the Warehouse: Any shipment arriving prior to Thursday, October 1, 2026.
- 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 16, 2026 to avoid the late fee.

R U S H !

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, CTCC, October 31 - November 1, 2026

SHIPPING LABELS - DIRECT

Copy and use this label for Direct Shipment to Showsite on **October 30, 2026 ONLY.**

RUSH!

DES FREIGHT

TO: _____

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

CT Fall Home Show

_____

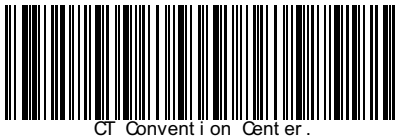
BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

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

Carrier _____

Number _____ of _____ pieces





MATERIAL HANDLING INSURANCE LIABILITY TERMS AND CONDITIONS

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

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

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at the time of our actual pick-up from exhibitor's booth and corrections made where discrepancies occur. The Exhibitor retains the right to remain with its designated freight at the exhibit location until the freight is picked up and physically loaded by Demers or its authorized agents at the conclusion of the event. Demers will guarantee the accuracy of the piece count as indicated on the Bill of Lading (BOL) only if the Exhibitor or its authorized representative is physically present to verify and confirm the count at the exact time of the Demers pickup. In the event the Exhibitor or its representative departs prior to the freight pickup, Demers shall proceed with the pickup and will make necessary, unilateral adjustments to the shipping documents, including the BOL, to reflect only the actual pieces found in the booth or staging area; the Exhibitor expressly understands and agrees that in such an instance, Demers shall take no responsibility for the initial piece count noted on the documents and the Exhibitor waives any claim related to piece count shortages.

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

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

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

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

By requesting or accepting assistance from Demers in the movement, handling, transportation, or storage of freight, materials, or goods of any kind ("Goods"), it is hereby acknowledged and agreed that Demers' total liability for loss, damage, theft, delay, or any other claim relating to such Goods shall be limited to the cost stated in the Material Handling Terms & Conditions, unless alternative arrangements have been mutually agreed upon in writing prior to the commencement of such services. The Exhibitor's acceptance of these Terms and Conditions shall be deemed effective immediately upon Demers' handling or movement of any Goods on behalf of the Exhibitor.

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

LABOR ORDER FORM

CT Fall Home Show, CTCC, October 31 - November 1, 2026

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrated 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*
$106.29	$159.43
$159.44	$239.15
$212.58	$318.86

Advance Pricing Deadline: Friday, October 16, 2026

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
			×		=		@		=	
			×		=		@		=	

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
			×		=		@		=	
			×		=		@		=	

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

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

Advance Pricing Deadline: Friday, October 16, 2026.

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
					×		=	
					×		=	
							Sub-Total	
							8% Admin Fee	
							Total	

Order Online and save the 8% Administrative Fee!

MOVE OUT PICKS

Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					×		=	
					×		=	
							Sub-Total	
							8% Admin Fee	
							Total	

Order Online and save the 8% Administrative Fee!

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

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	***ADVANCE PRICE***		***SHOWSITE PRICE***	
		Forklift & Crew	*Extra Assistant*	*Forklift & Crew*	*Extra Assistant*
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	$169.95	$128.75	$190.55	$149.35
OVERTIME	8:00am to 4:30pm, Saturday & Sunday 4:31pm to 11:59pm, Monday - Sunday	$254.93	$193.13	$285.83	$224.03
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	$339.90	$257.50	$381.10	$298.70

Advance Pricing Deadline: Friday, October 16, 2026

- **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
				×		=		@		=	
				×		=		@			

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
				×		=		@		=	
				×		=		@			

**When scheduling dismantle labor, allow sufficient time for empty containers to be returned*

Sub-Total	
Order Online and save the 8% Administrative Fee! 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

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.

Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103
Phone: 860.249.6000 Ext. 2583 **Fax:** 860.728.2641
Email:exhibitorservices@ctconventions.com
Forms available online at 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** 2) Select **Exhibitors** 3) Select **Order Services**

Money Order #:	Check #:

□ MasterCard □ Discover Card □ Visa □ 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)	$90.03	$104.00				
15 amp (1650 watts)	$110.01	$124.02				
20 amp (2200 watts)	$125.01	$139.02				

Special Electrical Service – requires a minimum charge of 1 hour labor at $65.02 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	$130.04	$152.00				
30 amp	$220.03	$264.03				
40 amp	$250.02	$314.01				
50 amp	$325.01	$380.02				
60 amp	$399.06	$465.02				

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	$20.03				
Power Strip (15 amp max)	$22.00	$26.00				

Exhibitors are prohibited from providing their own power strips or extension cords. All such items must be purchased exclusively through the Connecticut Convention Center.

ORDER TOTAL:

Connecticut Convention Center

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Phone: 860.249.6000 Ext. 2583 **Fax:** 860.728.2641
Email:exhibitorservices@ctconventions.com
Forms available online at www.ctconventions.com **IL** _____

TELECOMMUNICATIONS SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm 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.
Internet codes are charged per computer and per day.
Pre-Paid rates apply order paid in full and received 1 day prior to first scheduled move in day.
On-Site rates apply to after the 1 day cut off rate. No exceptions.

Payment Information Must Accompany Order

**** Online Checkout → Instant Email Confirmation ****
1) Visit **www.ctconventions.com** 2) Select **Exhibitors** 3) Select **Order Services**

Money Order #:	Check #:

☐ MasterCard ☐ Discover Card ☐ Visa ☐ American Express

Name on card:		
Billing Address **(if different from above):**		
Billing City:	State:	Zip Code:
Credit Card #:		
Expiration Date:	Security Code:	
Authorized Signature:		

Internet Daily Rates	Pre-Paid Rate	On-Site Rate	Quantity	# of Days	CT 6.35% Tax	Total
Wireless Internet **(per device/per day)**	$25.01	$45.04				
Wired Internet – Initial Connection **(per line/per day)**	$45.04	$65.02				
Dedicated Bandwidth	**Please Call for Pricing and Other Information**					
Phone Line Daily Rates	Pre-Paid Rate	On-Site Rate	Quantity	# of Days	CT 6.35% Tax	Total
Phone Line *Please Circle: Phone Fax Credit Card **(per device/per day)** *The CTCC Does NOT Provide Phone, Credit Card or Fax Machines*	$75.04	$100				
Additional Phone Services Available	**Please Call for Pricing and Other Information**					

***Indicate dates of activation here:** ____/____/____-____/____/____

***Exhibitor Packages to satisfy larger groups are available.**
***Please contact Exhibitor Services directly for additional pricing and information.**

ORDER TOTAL: