

SHOW FACTS

Providence Fall Home Show Rhode Island Convention Center November 14-15, 2026



Providence Fall Home Show, RI Convention Center, November 14-15, 2026

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. 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 30, 2026. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Friday, November 13, 2026 from 10:00am - 6:00pm*

*If your vehicle is over 24' or you need to use the loading dock, please contact Charmagne Harris for Individual details at 860-918-0891.

Show Hours:

Saturday, November 14, 2026 from 10:00am - 5:00pm

Sunday, November 15, 2026 from 10:00am - 4:00pm

Exhibitor Move-Out:

Sunday, November 15, 2026 from 4:00pm - 8:00pm*

*All Exhibitors MUST Move Out by 8:00pm on Sunday

For Electrical orders please follow the link below:

<https://riconvention.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>

**UNION RULES ARE IN EFFECT AT THE RI CONVENTION CENTER
SEE PAGE 12 FOR MORE INFORMATION**



ONLINE ORDERING

Providence Fall Home Show, RI Convention Center, November 14-15, 2026

**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 30, 2026.
Floor prices apply after that date.
The storefront will close on Friday, November 6, 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 30, 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

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	174.00	210.00	
	9' x 20' Carpet	322.00	417.00	
	9' x 30' Carpet	457.00	622.00	
	9' x 40' Carpet	618.00	818.00	
Carpet Color: Gray Blue Red Black Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 4.40= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.15= _____				
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	113.00	154.00	
	2' x 6' x 30" high	138.00	191.00	
	2' x 8' x 30" high	188.00	263.00	
	2' x 4' x 40" high	152.00	212.00	
	2' x 6' x 40" high	177.00	232.00	
	2' x 8' x 40" high	197.00	344.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	86.00	117.00	
	2' x 6' x 30" high	106.00	145.00	
	2' x 8' x 30" high	142.00	197.00	
	2' x 4' x 40" high	116.00	159.00	
	2' x 6' x 40" high	133.00	178.00	
	2' x 8' x 40" high	149.00	210.00	

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	67.00	78.00	
	Black Bar Stool w/ foot rest	56.00	67.00	
	Tubular folding chair	31.00	42.00	
	Upholstered bar stool	78.00	101.00	
	Padded side chair	62.00	73.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	8.90	10.55	
	3' high drapery Per Linear Foot	10.00	15.00	
	13'-long table skirting	107.00	142.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	206.00	241.00	
	Easel (Tripod Display)	101.00	136.00	
	Garment Rack	123.00	159.00	
	Panelboard	362.00	562.00	
	Pegboard	362.00	562.00	
	Stage (4' x 4' all heights up to 36")	266.00	348.00	
	Stage (4' x 4' w/ carpet & skirt)	343.00	461.00	
	Stanchion Post	107.00	165.00	
	Stanchion Belt	107.00	165.00	
	Waste Basket	48.00	71.00	

- ORDER SUMMARY -

Subtotal:	\$	
7.00% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

Advance price deadline: Friday, October 30, 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
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MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to the Demers Warehouse ONLY. 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	
<i>Please use enclosed labels on all pieces</i>	
TO:	Name of Exhibitor & Booth Number
FOR:	Providence Fall Home Show c/o Demers Exposition Services, Inc. 151A Park Avenue 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 30, 2026.	
Rate: \$97.00 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 8.	

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 with the Demers 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.
- All 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 18, 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	\$
								7.00% 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

Providence Fall Home Show, RI Convention Center, November 14-15, 2026

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 30, 2026.**
- Early Shipment to the Warehouse: **Any shipment arriving prior to Wednesday, October 14, 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 30, 2026 to avoid the late fee.

RUSH!

**DES
FREIGHT**

TO:

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

Providence 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



MATERIAL HANDLING INSURANCE LIABILITY TERMS AND CONDITIONS

Providence Fall Home Show, RI Convention Center, November 14-15, 2026

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

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

\$111.00 \$166.00

\$166.50 \$249.00

\$222.00 \$332.00

Advance Pricing Deadline: Friday, October 30, 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:
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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:
---------------------	--------

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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**Demers
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FORKLIFT PICK SERVICE

Forklift Pick Service is provided for materials such as skids of concrete blocks, buckets, etc., brought onto the show floor by exhibitor's company truck.

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.

	<u>RATE SCHEDULE</u>	<u>ADVANCE PRICE</u>		<u>SHOWSITE PRICE</u>	
		<u>Per Pick</u>	<u>Extra Assistant</u>	<u>Per Pick</u>	<u>Extra Assistant</u>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$147.00	\$112.00	\$159.00	\$124.00
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$220.50	\$168.00	\$238.50	\$186.00
	4:31pm to 11:59pm, Monday - Sunday				
DOUBLE TIME	12:00am - 7:59am, Mon. - Sun. & all Holidays	\$294.00	\$224.00	\$318.00	\$248.00

Advance Pricing Deadline: Friday, October 30, 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
					x		=	
					x		=	
Sub-Total								
Order Online and save the 8% Administrative Fee!						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								
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:	

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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

		<i>Forklift & Crew</i>	<i>Extra Assistant</i>	<i>Forklift & Crew</i>	<i>Extra Assistant</i>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$288.00	\$170.00	\$306.00	\$198.00
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$432.00	\$255.00	\$459.00	\$297.00
	4:31pm to 11:59pm, Monday - Sunday				
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	\$576.00	\$340.00	\$612.00	\$396.00

Advance Pricing Deadline: October 30, 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
				x		=		@		=	
				x		=		@		=	
Sub-Total											
<i>Order Online and save the 8% Administrative Fee!</i> 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											
<i>Order Online and save the 8% Administrative Fee!</i> 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:	

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RI CONVENTION CENTER LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

**To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that Union labor is required for certain aspects of your exhibit handling.
To help you understand, we ask that you read the following:**

Union regulations require that the official material handling contractor off-load all equipment and display materials for ALL trucks, including box rental trucks of any size, and all rental vans using the loading dock. The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of DES.

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be bonafide, full-time employees of the exhibiting company.
- Exhibitors may load/unload uncrated materials from a mini-van, car, station wagon or pick-up truck owned by the exhibiting company.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat carts are permitted.
- Exhibitors choosing to handle their own materials are responsible for their own storage during the show.

Full time employees of the exhibiting companies may set their own exhibits without assistance from the Union employees. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union.

Non-Official Installation and Dismantling Contractors must use Union labor supplied by DES. Supervision by Non-Official is allowed. The following is required:

- Non-Officials must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly identified with a badge at show site.

This statement and insurance rider is not required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Official Installation and Dismantle Contractors (supervisors) will be allowed on the exhibit floor only during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

DEMERS EXPOSITION SERVICES requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a DES representative at the service desk or correspondence may be directed to the attention of the General Manager at the DES office.

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. DES cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

