

# SHOW FACTS

## Connecticut Golf Show CT Convention Center, Hartford, CT March 27-29, 2026



CT Golf Show, Connecticut Convention Center, March 27-29, 2026

### 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, one waste basket and one 7"x44" booth ID sign. Show colors are Green and White.

### EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted. Carpet for your booth may be rented - see page 4.

### DISCOUNT PRICES

In order to receive the discounted rates listed in this Kit, we must receive your order by:  
**Friday, March 13, 2026.** Order online (see page 2) and save the 8% Administrative Fee.

### SHOW SCHEDULE:

#### Exhibitor Move-In:

Thursday, March 26, 2026 from 9am - 4pm

Friday, March 27, 2026 from 8am - 10am

#### Show Hours:

Friday, March 27, 2026 from 11am - 5pm

Saturday, March 28, 2026 from 10am - 5pm

Sunday, March 29, 2026 from 10am - 4pm

#### Exhibitor Move-Out:

Sunday, March 29, 2026 from 4pm - 8pm

**UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER  
THESE RULES MAY IMPACT YOU AS A VENDOR  
SEE PAGE 21 FOR MORE INFORMATION**



# ONLINE ORDERING

CT Golf Show, Connecticut Convention Center, March 27-29, 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](mailto:info@demersexpo.com)  
(please specify show name and date). We will then create an  
online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit  
are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!  
Orders placed via email or fax will be assessed this fee.**

**Last day for discount pricing is Friday, March 13, 2026.  
Floor prices will apply after that date.  
The Storefront will close on Friday, March 20, 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.

CT Golf Show, Connecticut Convention Center, March 27-29, 2026

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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, March 13, 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**

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



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# STANDARD FURNISHINGS

CT Golf Show, Connecticut Convention Center, March 27-29, 2026

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	153.00	192.00	
	9' x 20' Carpet	267.00	334.00	
	9' x 30' Carpet	403.00	504.00	
	9' x 40' Carpet	501.00	627.00	
<b>Carpet Color:</b> Gray Blue Red Black Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.35= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.60= _____				
SKIRTED TABLES				
<b>Skirt Colors:</b> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	95.00	119.00	
	2' x 6' x 30" high	115.00	144.00	
	2' x 8' x 30" high	127.00	159.00	
	2' x 4' x 40" high	113.00	142.00	
	2' x 6' x 40" high	132.00	165.00	
	2' x 8' x 40" high	147.00	184.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	56.00	70.00	
	2' x 6' x 30" high	60.00	75.00	
	2' x 8' x 30" high	71.00	89.00	
	2' x 4' x 40" high	64.00	80.00	
	2' x 6' x 40" high	73.00	92.00	
	2' x 8' x 40" high	80.00	100.00	

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	54.00	68.00	
	Black Bar Stool w/ foot rest	83.00	104.00	
	Tubular folding chair	26.00	33.00	
	Upholstered bar stool	148.00	185.00	
	Padded side chair	48.00	60.00	
SPECIAL DRAPERY/SKIRTING				
<b>Drape Colors:</b> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery <small>Per Linear Foot</small>	8.50	10.65	
	3' high drapery <small>Per Linear Foot</small>	8.00	10.00	
	13'-long table skirting	75.00	94.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	75.00	94.00	
	Easel (Tripod Display)	57.00	72.00	
	Garment Rack	92.00	115.00	
	Panelboard	191.00	239.00	
	Pegboard	215.00	269.00	
	Stage (4' x 4' all heights up to 36")	215.00	269.00	
	Stage (4' x 4' w/ carpet & skirt)	259.00	324.00	
	Stanchion Post	62.00	78.00	
	Stanchion Belt	5.50	6.90	
	Waste Basket	21.00	27.00	

**- ORDER SUMMARY -**

Subtotal:	\$	<input type="text"/>
6.35% Sales Tax:	\$	<input type="text"/>
8% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

**Advance price deadline: Friday, March 13, 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. 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:	

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# ADDITIONAL BOOTH ACCESSORIES

Looking for an item you do not see? Please call our office for availability and pricing.



**Tote Bag Holder**



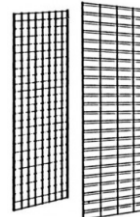
**Faux Tree**



**Literature Rack**



**Gondola**



**Gridwall**

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 62.00	=	
SILK PALM TREE		X	\$ 72.00	=	
LITERATURE RACK		X	\$ 98.00	=	
COFFEE TABLE		X	\$ 108.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 62.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 232.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 26.00 EA	=	
SUBTOTAL				\$	
6.35% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

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E-mail:	

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# ELITE SERIES FURNITURE

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SORRENTO WHITE



SORRENTO BLACK

## SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR  
HIGH BACK ALSO AVAILABLE

## SOUTH BEACH

## SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

## SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 566.00	=	
SORRENTO COUCH BLACK		X	\$ 540.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 284.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 150.00	=	
SANIBEL BISTRO TABLE		X	\$ 284.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 150.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 150.00	=	
SORRENTO CHAIR WHITE		X	\$ 299.00	=	
SORRENTO CHAIR BLACK		X	\$ 273.00	=	
SUBTOTAL				\$	
6.35% SALES TAX				\$	
8% ADMIN FEE				\$	
GRAND TOTAL				\$	

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**Order online and save the 8% administrative fee.**

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Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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# CUSTOM BOOTH RENTAL

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Added Side Rail Panels & Kiosk



Standard - No Side Rail Panels

**Standard custom booth rental package includes:**

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

**Optional add on items:**

- 3' siderail panels
- 8" x 38" Plexi shelf
- One meter front reception kiosk

**Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on show site.**

**\*Customizable panels with Logos and/or Graphics: Prices quoted upon request. Please call 860-882-0003.**

**Custom Graphic Specs:**

Back Panel (3) - 38.25"x92.5" per panel, Side Panel (2) - 38.25"x92.5", Header (1) - 117.09"x14"

**PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:**

9'X10' Carpet Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy
Table Length:	<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'	
Table Skirt Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy
	<input type="checkbox"/> White	<input type="checkbox"/> Green	<input type="checkbox"/> Black	
I.D. Sign Letter Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black	
I.D. Sign Text (up to 20 characters):	_____			

ITEM	QTY	X	PRICE	=	TOTAL
CUSTOM BOOTH RENTAL		X	\$ 2163.00	=	
SET OF 3' SIDE RAIL PANELS		X	\$ 650.00	=	
8" x 38" PLEXI SHELF		X	\$ 125.00	=	
ONE METER RECEPTION KIOSK		X	\$ 755.00	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

PRINTED GRAPHICS ARE NOT INCLUDED, ADDITIONAL COSTS APPLY

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Authorized by:	Signature:
E-mail:	

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# AUDIO/VISUAL EQUIPMENT

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Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$96.16 per hour labor charge will apply.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

## MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$432	
42" LCD Flat Screen Monitor (tabletop)		\$490	
50" LCD Flat Screen Monitor		\$818	
Monitor Stand (fits 50" monitor only)*		\$155	
*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.			Sub-total
			6.35% Sales Tax
			8.00% Admin Fee
			<b>Total</b>



Order Online and Save the 8% Administrative Fee

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# DIGITAL GRAPHICS AND SIGNS

CT Golf Show, Connecticut Convention Center, March 27-29, 2026

## Your presentation is everything!!!

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

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

Contact us at 860.882.0003.



# SIGN & GRAPHICS ORDER FORM

CT Golf Show, Connecticut Convention Center, March 27-29, 2026

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

## DIGITAL GRAPHICS

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

## PRICING GUIDE

<input style="width: 100px; height: 20px;" type="text"/>	L	X	<input style="width: 100px; height: 20px;" type="text"/>	W =	<input style="width: 100px; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot						
<input style="width: 100px; height: 20px;" type="text"/>	Square Feet	X	10.50 per Sq. Ft. Discount Price or 15.75 per Sq. Ft. Standard Price	=	<input style="width: 100px; height: 20px;" type="text"/>	Total

In order to receive discounted price, order must be received by **Friday, March 13, 2026**.  
**Minimum order per graphic 6 sq. ft.**; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).  
**Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

## BACKING MATERIAL

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

## SIGN LAYOUT

The quick brown fox ran over the steep hill.  <input type="checkbox"/> Vertical	The quick brown fox ran over the steep hill.  <input type="checkbox"/> Horizontal	The quick brown fox ran over the steep hill.  <input type="checkbox"/> Designer to decide
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## SPECIAL INSTRUCTIONS

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

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

Order Online and Save the 8% Administrative Fee

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

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# ARTWORK & FILE GUIDELINES

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. The two overall considerations for submitting acceptable artwork includes: 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** be used to reproduce high quality graphics include:

- GIF
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt)
- 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 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 posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and back-up of the files on CD-Rom/DVD, while not necessary, are requested for our convenience. Please call (860) 882.0003.
- If your artwork files are below 6 megabytes, they can be e-mailed to [info@demersexpo.com](mailto:info@demersexpo.com).



# MATERIAL HANDLING ORDER FORM

CT Golf Show, Connecticut Convention Center, March 27-29, 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 Golf 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, March 13, 2026  
**Rate:** \$85.00/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 next page for rate schedules  
**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 16.

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

**TO:** Name of Exhibitor & Booth Number  
**FOR:** CT Golf 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 **March 26, 2026 only**. Arrival at any time other than on **March 26, 2026** will be assessed a redirect fee of 50% of the total drayage charges.  
**Rate:** \$82.00/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 next page for rate schedules  
**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 **March 26, 2026**. Shipments received at the venue other than on **March 26, 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 16.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk, prior to show close.
- 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 at the Demers Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own carrier to pick-up their shipment(s) at the close of the event (**carriers must check in by 5pm, on Sunday, March 29, 2026**).
- Outbound LTL shipments with no carrier arrangement for pick up will be forced out from the event by ABF Freight at exhibitor's expense to the last known address from the inbound BOL.
- All non-LTL carriers outbound shipments will incur material handling charges of \$1.35 per pound charge for outbound handling, a minimum outbound charge of \$95.00 will apply. Non LTL carrier outbound shipments will return to the DES warehouse and can be picked up beginning **Wednesday, April 1, 2026** (warehouse hours are 8:30am – 3:30pm, Monday through Friday, excluding Holidays).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

**PLEASE COMPLETE THE FOLLOWING:**

	CARRIER	# PIECES	SHIPMENT WEIGHT <small>ROUND UP TO NEAREST 100 lbs</small>	CWT <small>Minimum Charge 2 CWT</small>	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVER TIME CHARGES <small>ADD 25% OT PER OCCURRENCE</small>	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =		x			
SHIPMENT 2			lbs. ÷ 100 =		x			
SHIPMENT 3			lbs. ÷ 100 =		x			
SHIPMENT 4			lbs. ÷ 100 =		x			
<b>LATE SHIPMENT(s) to DES Warehouse</b>						\$25.00 per cwt	\$100.00 Minimum Charge	\$
<b>Order Online and Save the 8% Administrative Fee</b>							6.35% Service Fee	\$
							8.00% Admin Fee	\$
							<b>TOTAL ESTIMATED CHARGES</b>	\$

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

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860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



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# MATERIAL HANDLING RATE SCHEDULE

CT Golf Show, Connecticut Convention Center, March 27-29, 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, March 13, 2026.**
- Early Shipment to the Warehouse: **Any shipment arriving prior to Friday, February 27, 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 show site on overtime due to scheduling beyond Demers control.



# SHIPPING LABELS - ADVANCE

Copy and use this label for Advance Shipping.  
Advance pricing deadline is **Friday, March 13, 2026.**

**CT Golf Show, Connecticut Convention Center, March 27-29, 2026**

# RUSH!

**DES  
FREIGHT**

TO:

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

CT Golf Show

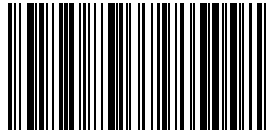
**BOOTH NUMBER(s)** *Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.**

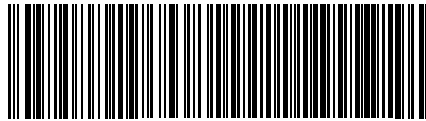
151A Park Ave  
East Hartford, CT 06108

Carrier \_\_\_\_\_

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



CT Golf Show



CTCC



# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment to Showsite on **Thursday, March 26, 2026**

**CT Golf Show, Connecticut Convention Center, March 27-29, 2026**

# RUSH!

**DES  
FREIGHT**

TO:

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

CT Golf Show

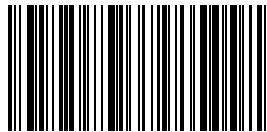
*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.**

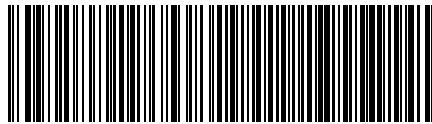
CT Convention Center  
100 Columbus Boulevard  
Hartford, CT 06103

Carrier \_\_\_\_\_

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



CT Golf Show



CTCC,



# MATERIAL HANDLING INSURANCE LIABILITY TERMS AND CONDITIONS

CT Golf Show, Connecticut Convention Center, March 27-29, 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.



# SPOTTING FEE

The Spotting Fee for any size vehicle or self-propelled machinery is \$375.00.



Demers staff will escort your vehicle while it is being moved on and off the show floor. Please contact Demers to schedule an appointment. Vehicles would move in ahead of exhibitors. Please provide the appropriate contact information below:

Driver Contact:
Mobile Phone:

The following conditions apply:

- Gas tank must be less than 1/4 full
- Gas cap must be locking or must be taped closed
- Keys must be surrendered to venue security
- Battery cables must be disconnected

# of Vehicles		Rate	=	Total
<input type="text"/>	X	\$375.00	=	<input type="text"/>

**Carpet Protection is required at carpeted venues!**

Please complete the below to order:

Linear Ft		Rate	=	Total
<input type="text"/>	X	\$6.00	=	<input type="text"/>

CT Golf Show, Connecticut Convention Center, March 27-29, 2026

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



# 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

<b>ADVANCE PRICE</b>	<b>SHOWSITE PRICE</b>
\$96.16	\$120.20
\$144.24	\$180.30
\$192.32	\$240.40

**Advance Pricing Deadline: Friday, March 13, 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
			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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CT Golf Show, Connecticut Convention Center, March 27-29, 2026

# 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

	<u>RATE SCHEDULE</u>	<u>ADVANCE PRICE</u>		<u>SHOWSITE PRICE</u>	
		<i>Forklift &amp; Crew</i>	<i>Extra Assistant</i>	<i>Forklift &amp; Crew</i>	<i>Extra Assistant</i>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$284.11	\$171.56	\$355.14	\$214.45
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$426.17	\$257.34	\$532.71	\$321.68
	4:31pm to 11:59pm, Monday - Sunday				
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	\$568.22	\$343.12	\$710.28	\$428.90

**Advance Pricing Deadline: Friday, March 13, 2026.**

- One Hour minimums apply for crews and extra assistants; thereafter, charges are assessed at one half 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> 8.00% Admin Fee											
<b>Total</b>											

## 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> 8.00% Admin Fee											
<b>Total</b>											

*\*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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**CT Golf Show, Connecticut Convention Center, March 27-29, 2026**

# FORKLIFT PICK SERVICE

**CT Golf Show, Connecticut Convention Center, March 27-29, 2026**

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 third party carriers 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.

	<b><u>RATE SCHEDULE</u></b>	<b><u>ADVANCE PRICE</u></b>		<b><u>SHOWSITE PRICE</u></b>	
		<i>Per Pick</i>	<i>Extra Assistant</i>	<i>Per Pick</i>	<i>Extra Assistant</i>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$139.87	\$107.08	\$174.84	\$133.85
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$209.81	\$160.62	\$262.26	\$200.78
	4:31pm to 11:59pm, Monday - Sunday				
DOUBLE TIME	12:00am - 7:59am, Mon. - Sun. & all Holidays	\$279.74	\$214.16	\$349.68	\$267.70

**Advance Pricing Deadline: Friday, March 13, 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 pick - off is one pick and back on your truck is another pick.

MOVE IN PICKS								
Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					x		=	
					x		=	
Sub-Total								
<i>Order Online and save the 8% Administrative Fee!</i>						8.00% Admin Fee		
<b>Total</b>								

MOVE OUT PICKS								
Description	Date	Start Time	Total Weight	No. of Picks	X	Rate	=	Estimated Total Cost
					x		=	
					x		=	
Sub-Total								
<i>Order Online and save the 8% Administrative Fee!</i>						8.00% Admin Fee		
<b>Total</b>								

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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# UNION LABOR REGULATIONS

**UNION RULES ARE IN EFFECT AT THE CONVENTION CENTER!!  
PLEASE READ THE FOLLOWING SUMMARY OF WHEN THE 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:** 860.728.2583 **Cell:** 959.895.6706 **Fax:** 860.728.2641

**Email:** [jwilliams@ctconventions.com](mailto:jwilliams@ctconventions.com)

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

EL \_\_\_\_\_

## ELECTRICAL SERVICE ORDER FORM

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

Payment notice – services will not be supplied until total due is paid in full.  
 Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.  
 Check payment method only accepted on prepaid orders.

**Pre-Paid rates apply to orders paid in full and received 1 day prior to first scheduled move in day.**  
**On-Site rates apply after the 1 day cut off rate. No exceptions.**

### Payment Information Must Accompany Order

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

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

Money Order #:	Check #:
----------------	----------

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)	\$90.00	\$104.00				
15 amp (1650 watts)	\$110.00	\$124.00				
20 amp (2200 watts)	\$125.00	\$139.00				

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

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

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

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

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

<b>ORDER TOTAL:</b>
---------------------



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2583 Cell: 959.895.6706 Fax: 860.728.2641

Email: [jwilliams@ctconventions.com](mailto:jwilliams@ctconventions.com)

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

IT \_\_\_\_\_

## 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](http://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	\$45				
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Wired Internet – Initial Connection (per line/per day)	\$45	\$65				
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Dedicated Bandwidth	Please Call for Pricing and Other Information					
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Phone Line Daily Rates	Pre-Paid Rate	On-Site Rate	Quantity	# of Days	CT 6.35% Tax	Total
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Phone Line *Please Circle: <u>Phone</u> <u>Fax</u> <u>Credit Card</u> (per device/per day)	\$75	\$100				
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\*The CTCC Does NOT Provide Phone, Credit Card or Fax Machines\*

Additional Phone Services Available	Please Call for Pricing and Other Information					
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**\*Indicate dates of activation here:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\*Exhibitor Packages to satisfy larger groups are available.

\*Please contact Exhibitor Services at 860.728.2642 for additional pricing and information.

ORDER TOTAL:





# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2583 Cell: 959.895.6706 Fax: 860.728.2641

Email: [jwilliams@ctconventions.com](mailto:jwilliams@ctconventions.com)



Forms available online at [www.ctconventions.com](http://www.ctconventions.com) Services Provided by Demers

AV \_\_\_\_\_

## BANNER HANGING 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:	

\*\*\* NON-ELECTRICAL SIGNS & BANNERS ONLY \*\*\*

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: \_\_\_ Cloth Banner \_\_\_ Metal or Wood

Shape: \_\_\_ Square \_\_\_ Triangle \_\_\_ Rectangle

Size: Height \_\_\_\_\_ Length \_\_\_\_\_

Weight: \_\_\_\_\_

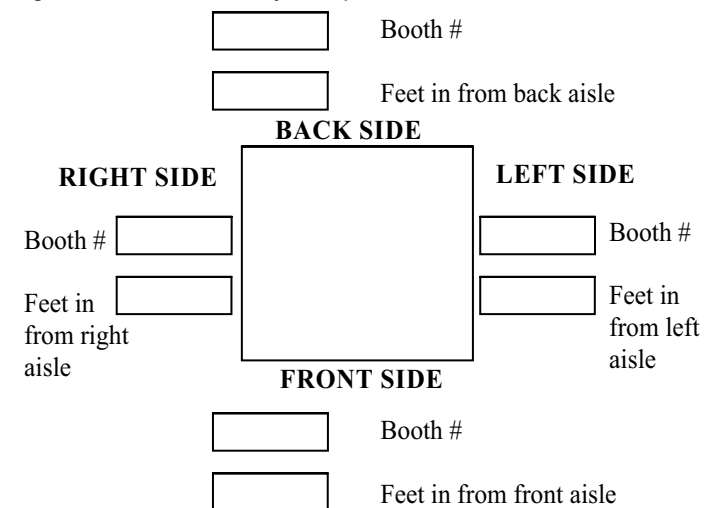
#### Number of Feet from Floor to Top of Sign

\_\_\_\_\_ Feet (Must be in compliance with Show Rules and Regulations)

Does your sign require: \_\_\_ Electricity  
 \_\_\_ Assembly  
 (must provide set up instructions)

### PLACEMENT DIAGRAM - Use diagram below to

represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All banners must be assembled by exhibitor or Decorator.
- Banners must come complete with rigging hardware. Banners without rigging hardware will be charge additional fees to create hardware.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 120 lbs., notify Demers AV Services immediately for special authorization.