

# SHOW FACTS

## NACAC Connecticut Convention Center March 20-21, 2024



NACAC, CT Convention Center, March 20-21, 2024

---

### BOOTH EQUIPMENT

Each 8' x 8' booth space includes one 8' high back drape, two 3' high side drapes, one 6' blue skirted table, two folding chairs, one wastebasket and one 7"x44" booth ID sign.

---

### EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted. Booth Carpet is available for rent, please see page 4.

---

### DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:  
**Wednesday, March 6, 2024. Order online (see page 2) and save the 8% Administrative Fee.**

---

### SHOW SCHEDULE:

#### Exhibitor Move-In:

Tuesday, March 19, 2024 from 3:00pm - 5:00pm  
Wednesday, March 20, 2024 from 7:00am - 8:30am

#### Show Hours:

Wednesday, March 20, 2024 from 9:00am - 11:30am & 6:30pm - 8:30pm  
Thursday, March 21, 2024 from 9:00am - 11:30am

#### Exhibitor Move-Out:

Thursday, March 21, 2024 from 11:30am - 1:30pm

**UNION JURISDICTION See page 15 for more information**



# ONLINE ORDERING

NACAC, CT Convention Center, March 20-21, 2024

**Looking for an easier way to place you order?  
Tired of faxing or emailing forms?**

**Try our fully PCI-Compliant Online Ordering System!**

Simply request an online login by emailing [info@demersexpo.com](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 to receive discount pricing is Wednesday, March 6, 2024.  
Floor prices apply after that date.  
The storefront will close on Wednesday, March 13, 2024.  
No online orders after that date.**



# CREDIT CARD AUTHORIZATION

NACAC, CT Convention Center, March 20-21, 2024

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 **Wednesday, March 6, 2024** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

## PAYMENT MUST BE INCLUDED WITH ALL ORDERS



# STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

NACAC, CT Convention Center, March 20-21, 2024

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	159.00	191.00	
	9' x 20' Carpet	292.00	378.00	
	9' x 30' Carpet	414.00	562.00	
	9' x 40' Carpet	559.00	729.00	

Carpet Color: Gray Blue Red Black Emerald Green (Circle Choice)

SPECIAL CUT CARPETING				
Booth Size:	ft. x	ft.=	sq. ft. x 4.05=	

CARPET PADDING				
Booth Size:	ft. x	ft.=	sq. ft. x 2.05=	

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	105.00	145.00	
	2' x 6' x 30" high	127.00	175.00	
	2' x 8' x 30" high	172.00	239.00	
	2' x 4' x 40" high	140.00	194.00	
	2' x 6' x 40" high	162.00	212.00	
	2' x 8' x 40" high	180.00	312.00	

UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal

	2' x 4' x 30" high	80.00	108.00	
	2' x 6' x 30" high	98.00	133.00	
	2' x 8' x 30" high	131.00	180.00	
	2' x 4' x 40" high	107.00	146.00	
	2' x 6' x 40" high	123.00	163.00	
	2' x 8' x 40" high	137.00	192.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal

	4' x 10" Undraped	101.00	123.00	
	6' x 10" Undraped	133.00	160.00	
	4' x 10" Draped	160.00	202.00	
	6' x 10" Draped	180.00	213.00	

Wood Table Riser Color is White

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	60.00	70.00	
	Black Bar Stool w/ foot rest	50.00	60.00	
	Tubular folding chair	28.00	38.00	
	Upholstered bar stool	70.00	91.00	
	Padded side chair	56.00	66.00	

SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal

	8' high drapery <small>Per Linear Foot</small>	8.00	9.50	
	3' high drapery <small>Per Linear Foot</small>	9.00	13.50	
	13'-long table skirting	96.00	128.00	

ACCESSORIES				
QTY		Advance	Floor	Subtotal

	Clothes Tree	188.00	220.00	
	Easel (Tripod Display)	94.00	125.50	
	Garment Rack	114.00	146.00	
	Panelboard	348.00	508.00	
	Pegboard	342.00	518.00	
	Stage (4' x 4' all heights up to 36")	242.00	316.00	
	Stage (4' x 4' w/ carpet & skirt)	311.00	417.00	
	Stanchion Post	96.00	141.00	
	Stanchion Belt	9.00	14.00	
	Waste Basket	46.00	67.00	

**- ORDER SUMMARY -**

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

Advance price deadline: Wednesday, March 6, 2024. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
 www.demersexpo.com



**Demers  
 Events  
 & Expo  
 Services**

# ADDITIONAL BOOTH ACCESSORIES

**NACAC, CT Convention Center, March 20-21, 2024**

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



**Tote Bag Holder**



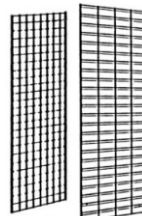
**Faux Tree**



**Literature Rack**



**Gondola**



**Gridwall**

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
SILK PALM TREE		X	\$ 70.00	=	
LITERATURE RACK		X	\$ 95.00	=	
COFFEE TABLE		X	\$ 105.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
				SUBTOTAL	\$
				6.35% SALES TAX	\$
				8.00% ADMIN FEE	\$
				GRAND TOTAL	\$

**Advance price deadline: Wednesday, March 6, 2024.** Orders placed after deadline date will be assessed a 25% late fee. 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](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
Events  
& Expo  
Services**

# ELITE SERIES FURNITURE

NACAC, CT Convention Center, March 20-21, 2024



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	\$ 550.00	=	
SORRENTO COUCH BLACK		X	\$ 525.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 275.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 145.00	=	
SANIBEL BISTRO TABLE		X	\$ 275.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 145.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 145.00	=	
SORRENTO CHAIR WHITE		X	\$ 290.00	=	
SORRENTO CHAIR BLACK		X	\$ 265.00	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

**Advance price deadline: Wednesday, March 6, 2024.** Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

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

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

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



**Demers  
Events  
& Expo  
Services**

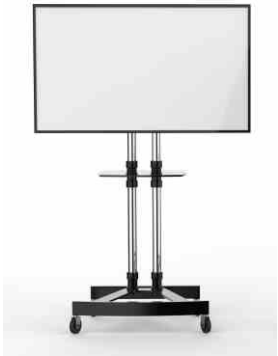
# AUDIO/VISUAL EQUIPMENT

**NACAC, CT Convention Center, March 20-21, 2024**

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 \$85.00 per hour labor charge will apply.  
**REMINDER:** You will need to order electricity through the venue.

## MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate <small>(Duration of Show)</small>	Total
32" LCD Flat Screen Monitor (tabletop)		\$420	
42" LCD Flat Screen Monitor (tabletop)		\$475	
50" LCD Flat Screen Monitor		\$795	
Monitor Stand (fits 50" monitor only)*		\$150	
*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.		<b>Sub-total</b>	
		6.35% Sales Tax	
		8.00% Admin Fee	
		<b>Total</b>	



**Order Online and Save the 8% Administrative Fee**

**Advance price deadline: Wednesday, March 6, 2024.** Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.  
**Order online and save the 8% administrative fee.**

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

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



**Demers  
Events  
& Expo  
Services**



# MATERIAL HANDLING ORDER FORM

NACAC, CT Convention Center, March 20-21, 2024

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:** NACAC  
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 without a late fee: Tuesday, February 20, 2024.**  
**Rate: \$90.00/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:** Included in Rate Pricing.  
**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 11.

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

**TO:** Name of Exhibitor & Booth Number  
**FOR:** NACAC  
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 19-20, 2024 only**. Arrival at any time other than on , **March 19-20, 2024** will be assessed a redirect fee of 50% of the total drayage charges.  
**Rate:** \$0.00 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:** Rate is included  
**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 19-20, 2024**. Shipments received at the venue other than on , **March 19-20, 2024** 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 11.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk.
- 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 1:00 pm on Thursday, March 21, 2024).
- Shipments left on the show floor without having turned in an outbound bill of lading will be forced out through the designated show carrier at the exhibitor's expense.
- 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).
- 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	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES	
SHIPMENT 1			lbs.	\$92.00 or \$90.00	\$184.00 or \$180.00	\$	
SHIPMENT 2			lbs.	\$92.00 or \$90.00	\$184.00 or \$180.00	\$	
SHIPMENT 3			lbs.	\$92.00 or \$90.00	\$184.00 or \$180.00	\$	
SHIPMENT 4			lbs.	\$92.00 or \$90.00	\$184.00 or \$180.00	\$	
<b>LATE SHIPMENT(s) to DES Warehouse</b>				\$25.00	\$100.00 Minium Charge	\$	
						6.35% Service Fee	\$
<b>Order Online and Save the 8% Administrative Fee</b>						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:	

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**



# SHIPPING LABELS ADVANCE

NACAC, CT Convention Center, March 20-21, 2024

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Wednesday, March 6, 2024** to avoid the late fee.

**R U S H !**

**D  
E  
S  
  
F  
R  
E  
I  
G  
H  
T**

TO:

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

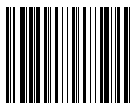
**NACAC**

*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



NACAC



CTCC



# SHIPPING LABELS DIRECT

NACAC, CT Convention Center, March 20-21, 2024

Copy and use this label for Direct Shipment to SHOWSITE on **March 19-20, 2024.**

# R U S H !

TO:

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

**NACAC**

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

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

D  
E  
S  
  
F  
R  
E  
I  
G  
H  
T

Carrier \_\_\_\_\_

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



NACAC



CTCC



# LIABILITY AND INSURANCE BULLETIN

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.

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.

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



# DIGITAL GRAPHICS AND SIGNS

NACAC, CT Convention Center, March 20-21, 2024

## 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

NACAC, CT Convention Center, March 20-21, 2024

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: 100%; height: 20px;" type="text"/>	L	X	<input style="width: 100%; height: 20px;" type="text"/>	W =	<input style="width: 100%; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot						
<input style="width: 100%; height: 20px;" type="text"/>	Square Feet	X	\$10.50 per Sq. Ft. Discount Price or \$14.00 per Sq. Ft. Standard Price	=	<input style="width: 100%; height: 20px;" type="text"/>	Total

In order to receive discounted price, order must be received by **Wednesday, March 6, 2024**.  
**Minimum order per graphic 6 sq. ft.**; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).  
**Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

## BACKING MATERIAL

<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
--	---

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
---	---	---

## SPECIAL INSTRUCTIONS

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

<input style="width: 100%; height: 20px;" type="text"/>	Total X	<input style="width: 100%; height: 20px;" type="text"/>	6.35% Sales Tax +	<input style="width: 100%; height: 20px;" type="text"/>	8.00% Admin Fee =	<input style="width: 100%; height: 20px;" type="text"/> Grand Total
---	---------	---	-------------------	---	-------------------	---

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:	

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

# ARTWORK & FILE GUIDELINES

DES-Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

## PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

## HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to DES-Box Files. Please contact Demers at 860-882-0003 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to [info@demersexpo.com](mailto:info@demersexpo.com).



# 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.





# LABOR ORDER FORM

NACAC, CT Convention Center, March 20-21, 2024

**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>
\$98.00	\$142.00
\$147.00	\$213.00

\$196.00 \$284.00

**Advance Pricing Deadline: Wednesday, March 6, 2024**

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		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8.00% Admin Fee										
<b>Total</b>										

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

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**

# CLEANING ORDER FORM

NACAC, CT Convention Center, March 20-21, 2024

**Vacuuming of booth carpet is available through Demers Expo prior to the opening of the show.**

Once the event opens, these services are available only through the Convention Center.

Please contact Exhibitor Services at the Convention Center at 860-728-2640 to arrange for this and other booth cleaning services that may be needed on event days.

VACUUMING						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
				8.00% Admin Fee		
<b>Total</b>						

*Order Online and save the 8% Administrative Fee!*

8.00% Admin Fee

**Total**

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
				8.00% Admin Fee						
<b>Total</b>										

*Order Online and save the 8% Administrative Fee!*

8.00% Admin Fee

**Total**

**Porter service, which includes the emptying and disposal of trash and the replacement of trash can liners, is available through Demers Expo prior to the opening of the event.** Once the event opens, these services are available only through the Convention Center. Please contact Exhibitor Services at the Convention Center at 860-728-2640 to arrange for this and other booth cleaning services that may be needed on event days.

PORTER SERVICE						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
				8.00% Admin Fee		
<b>Total</b>						

*Order Online and save the 8% Administrative Fee!*

8.00% Admin Fee

**Total**

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
				8.00% Admin Fee						
<b>Total</b>										

*Order Online and save the 8% Administrative Fee!*

8.00% Admin 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**



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103  
**Phone:** 860.728.2642 **Cell:** 860.692.2584 **Fax:** 860.728.2641  
**Email:** mmurphy@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 #:
<input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> 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>
---------------------

**NACAC, CT Convention Center, March 20-21, 2024**



# Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103  
Phone: 860.728.2642 Cell: 860.692.2584 Fax: 860.728.2641

Email: [mmurphy@ctconventions.com](mailto:mmurphy@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				
Wired Internet – Initial Connection (per line/per day)	\$45	\$65				

### 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: <u>Phone</u> <u>Fax</u> <u>Credit Card</u> (per device/per day) <small>*The CTCC Does NOT Provide Phone, Credit Card or Fax Machines*</small>	\$75	\$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 at 860.728.2642 for additional pricing and information.

**ORDER TOTAL:**

NACAC, CT Convention Center, March 20-21, 2024