

# SHOW FACTS

## NACAC Rhode Island Convention Center April 30, 2024



NACAC, RI Convention Center, April 30, 2024

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### BOOTH EQUIPMENT

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

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### EXHIBIT HALL CARPET

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

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### DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by: **Tuesday, April 16, 2024. Order online (see page 2) and save the 8% Administrative Fee.**

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### SHOW SCHEDULE:

#### Exhibitor Move-In:

Tuesday, April 30, 2024 from 3:00pm - 5:00pm

#### Show Hours:

Tuesday, April 30, 2024 from 5:30pm - 7:30pm

#### Exhibitor Move-Out:

Tuesday, April 30, 2024 from 7:30pm - 11:59pm

**UNION JURISDICTION See page 10 for more information**

**For Electrical orders please follow the link below:**

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



# ONLINE ORDERING

NACAC, RI Convention Center, April 30, 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 Tuesday, April 16, 2024.  
Floor prices apply after that date.  
The storefront will close on Tuesday, April 23, 2024.  
No online orders after that date.**



# CREDIT CARD AUTHORIZATION

NACAC, RI Convention Center, April 30, 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.

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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 : \_\_\_\_\_

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## 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: \_\_\_\_\_

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## 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 **Tuesday, April 16, 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, RI Convention Center, April 30, 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	561.00	
	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 4.07=	

CARPET PADDING				
Booth Size:	ft. x	ft.=	sq. ft. x 2.00=	

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	100.00	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	63.00	73.00	
	Black Bar Stool w/ foot rest	56.00	63.00	
	Tubular folding chair	31.00	41.00	
	Upholstered bar stool	73.00	94.00	
	Padded side chair	59.00	69.00	

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>	11.00	15.50	
	3' high drapery <small>Per Linear Foot</small>	12.00	17.50	
	13'-long table skirting	99.00	131.00	

ACCESSORIES				
QTY		Advance	Floor	Subtotal

	Clothes Tree	188.00	220.00	
	Easel (Tripod Display)	94.00	125.50	
	Garment Rack	114.00	147.00	
	Panelboard	348.00	511.00	
	Pegboard	353.00	513.00	
	Stage (4' x 4' all heights up to 36")	239.00	317.00	
	Stage (4' x 4' w/ carpet & skirt)	308.00	417.00	
	Stanchion Post	99.00	151.00	
	Stanchion Belt	99.00	151.00	
	Waste Basket	46.50	67.00	

**- ORDER SUMMARY -**

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

Advance price deadline: **Tuesday, April 16, 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



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 & Expo  
 Services**

# MATERIAL HANDLING ORDER FORM

NACAC, RI Convention Center, April 30, 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 advance shipments without late fee: Tuesday, April 16, 2024**  
**Rate: \$91.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime:** not applicable  
**Late shipments:** Items received at the Advance Warehouse after the Deadline Date will not be refused. A late fee of \$25.00 per cwt (\$100.00 minimum) will be charged, 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. of the drayage cost will be applied as a redirect fee.  
**Insurance liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 8.

**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.  
Rhode Island Convention Center  
1 Sabin Street  
Providence, RI 02903

Demers will receive shipments at the event site on **Tuesday, April 30, 2024** only. Arrival at any time other than **Tuesday, April 30, 2024** may be refused and redirected to the Advance Warehouse.  
**Rate: \$89.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**  
**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.  
**Overtime:** not applicable  
**Non-payment:** Shipments received without a material handling order form and payment will be assessed a late payment fee of \$25.00 per cwt, \$100.00 minimum.  
**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the Venue on **April 30, 2024**. Shipments received at the Venue prior to **April 30, 2024** may be refused or redirected, 50% of the drayage cost will be applied as a redirect fee.  
**Insurance liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 8.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk prior to the show close.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or “collect” charge terms.
- Exhibitors may arrange with their own carriers to pick-up their shipment(s) at the close of the event. All carriers must check in by 9pm on Tuesday, April 30, 2024.
- Outbound shipments with no carrier arrangement for pickup will be returned to the warehouse and shipped by ABF Freight at the exhibitor’s expense.
- Exhibitors who used Demers Expo Services for LTL inbound material handling will not incur additional material handling charges for outbound handling picked up at the venue.
- **Outbound shipments with UPS and FedEx will go out Friday, May 3, 2024. Outbound handling fees of \$40.00 per cwt (\$80.00 minimum) will apply to these shipments.**
- Freight left on the show floor without a DES bill of lading will be assessed a minimum 1 hr labor charge in addition to the outbound charge, actual charges to be determined.
- RETURN OF EMPTY CRATES WILL TAKE APPROXIMATELY 1 HOUR AFTER 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.	\$91.00 or \$89.00	\$182.00 or \$178.00	\$	
SHIPMENT 2			lbs.	\$91.00 or \$89.00	\$182.00 or \$178.00	\$	
SHIPMENT 3			lbs.	\$91.00 or \$89.00	\$182.00 or \$178.00	\$	
SHIPMENT 4			lbs.	\$91.00 or \$89.00	\$182.00 or \$178.00	\$	
<b>LATE SHIPMENT(s) to DES Warehouse</b>				\$25.00	\$100.00 Minium Charge	\$	
						7.00% 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:	

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www.demersexpo.com



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# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Tuesday, April 16, 2024** to avoid the late fee.

**NACAC, RI Convention Center, April 30, 2024**

**RUSH!**

**DES FREIGHT**

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

  
RHODE ISLAND CONVENTION



# SHIPPING LABELS DIRECT

NACAC, RI Convention Center, April 30, 2024

Copy and use this label for Direct Shipment  
to SHOWSITE on **April 30, 2024.**

**RUSH!**

**DES FREIGHT**

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.  
Rhode Island Convention Center  
1 Sabin Street  
Providence, RI 02903**

Carrier \_\_\_\_\_

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

  
NACAC

  
RHODE ISLAND CONVENTION





# LIABILITY AND INSURANCE BULLETIN

NACAC, RI Convention Center, April 30, 2024

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.**





# LABOR ORDER FORM

**NACAC, RI Convention Center, April 30, 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: Tuesday, April 16, 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:
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Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8.00% 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:
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Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8.00% 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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# RI CONVENTION CENTER LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

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

## MATERIAL HANDLING

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

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

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

## EXHIBIT INSTALLATION AND DISMANTLING

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

## NON-OFFICIAL CONTRACTOR RULES

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

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

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

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

## TIPPING

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

## SAFETY

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

