STANDARD FURNISHINGS

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford, CT

CARPETING

QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	125.00	155.00	
	9' x 20' Carpet	220.00	306.00	
	9' x 30' Carpet	330.00	430.00	
	9' x 40' Carpet	410.00	530.00	

Carpet Color: Gray Blue Red Burgundy Emerald Green

___SPECIAL CUT CARPETING Includes Taping

Booth Size: ____ ft. x ____ ft. = ____ sq. ft. x $3.65 = _____

CARPET PADDING

Booth Size:_____ft. x_____ft.=_____sq. ft. x 2.15=_____

DRAPED TABLES

Drape Color: Gray Blue Red Black White Green Burgundy

QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	77.00	93.00	
	2' x 6' x 30" high	93.00	102.00	
	2' x 8' x 30" high	103.50	111.30	
	2' x 4' x 40" high	92.00	100.50	
	2' x 6' x 40" high	107.00	123.00	
	2' x 8' x 40" high	119.00	142.00	

UNDRAPED TABLES

QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	44.50	47.50	
	2' x 6' x 30" high	47.50	51.00	
	2' x 8' x 30" high	58.00	61.50	
	2' x 4' x 40" high	52.00	64.50	
	2' x 6' x 40" high	59.50	72.00	
	2' x 8' x 40" high	65.80	74.00	

WOOD TABLE RISERS

QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" *undraped*	45.00	55.00	
	6' x 10" *undraped*	57.00	65.00	
	4' x 10" *draped*	65.00	75.00	
	6' x 10" *draped*	75.00	85.00	

Drape Color: Gray Blue Red Black White Green Burgundy

CHAIRS

QTY		Advance	Floor	Subtotal
	Upholstered arm chair	37.00	49.00	
	Padded side chair	30.00	38.00	
	Tubular folding chair	16.00	21.50	
	Upholstered bar stool	49.00	64.00	

SPECIAL DRAPERY/SKIRTING

QTY		Advance	Floor	Subtotal
	8' high drapery per linear foot	6.00	8.00	
	3' high drapery per linear foot	5.50	6.50	
	13'-long table skirting	60.00	75.00	

Color: Gray Blue Red Black White Green Burgundy
Circle choice

ACCESSORIES

QTY		Advance	Floor	Subtotal
	Aluminum Rail/linear foot	4.00	5.00	
	Clothes Tree	60.00	85.00	
	Easel (Tripod Display)	45.00	50.00	
	Garment Rack	75.00	105.00	
	Panelboard (4' x 8')	225.00	350.00	
	Pegboard (4' x 8' White)	225.00	350.00	
	Stage (4' x 4' all heightsup to 36")	52.00	98.00	
	Stage (4' x 4' w/carpet & skirt)	95.00	186.00	
	Stanchion Post (Chrome)	50.00	65.00	
	Stanchion Bely /linear foot	4.00	6.00	
	Waste Basket	12.00	18.00	

- ORDER SUMMARY -

Subtotal: $ _____

6.35% CT Sales Tax: $ _____

Total Due: $ _____

Payment Enclosed:

☐ Company Check ☐ Credit Card Authorization ☐ Money Order

Advance price deadline: Septmeber 19, 2013. *Floor prices apply after this date.*
All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, 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.

Company:_____ Booth #: _____

Address:_____ Ordered by: _____

City/State/Zip:_____ Phone: _____

Authorized by:_____ Fax: _____

Signature:_____ Date: _____

E-mail:_____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

Flat Screen Monitor Rental

AUDIO/VISUAL EQUIPMENT ORDER FORM

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 the equipment is lost, damaged or stolen while you are renting it. Monitor will be provided with one 3' VGA cable and a forty two inch table stand. *For electric service, complete the electric service order form included with this package*; *send the completed form to electrical contractor.*

Monitor Rental

Description	QTY	Rental Rate (Duration of Show)	Total
32" Flat Screen Monitor		$325	
42" Flat Screen Monitor		$425	
		Sub-total	
		6.35% CT Sales Tax	
		Total	

Company Name: _____ Booth #(s): _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

Signature: _____ Date: _____

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford,CT

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

ELITE SERIES FURNITURE

CASCADE WHITE

CASCADE BLACK

CASCADE COUCH

SOUTH BEACH BISTRO 42' TABLE

SOUTH BEACH BAR CHAIR

SOUTH BEACH

CLUB CHAIR WHITE

CLUB CHAIR BLACK

CLUB CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
CASCADE COUCH WHITE		X	$525	=	
CASCADE COUCH BLACK		X	$525	=	
SOUTH BEACH BISTRO 42' TABLE		X	$275	=	
SOUTH BEACH BAR CHAIR		X	$145	=	
CLUB CHAIR WHITE		X	$265	=	
CLUB CHAIR BLACK		X	$265	=	
			AFTER DEADLINE		
			SUB TOTAL		
			6.35% SALES TAX		
			GRAND TOTAL		

Advance price deadline: Ten business day before date . 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.

Show	
Date	
Facility	

Company:_____ Booth #: _____

Address:_____ Ordered by: _____

City/State/Zip:_____ Phone: _____

Authorized by:_____ Fax: _____

Signature:_____ Date: _____

E-mail:_____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford,CT

CLEANING ORDER FORM

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford,CT

Vacuuming of booth carpet per 8' x 10' booth space @ $55.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING

Description	# of 8' x 10' Booths		# of days		Rate per day	Total
Vacuuming		X		X	$55	
					Sub-total	
					6.35% Sales Tax	
					Total	

Porter service per 8' x 10' booth space @ $55.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

Porter Service

Description	# of 8' x 10' Booths		# of days		Rate per day	Total
Porter		X		X	$55	
					Sub-total	
					6.35% Sales Tax	
					Total	

Company Name: _____ Booth #(s): _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

Signature: _____ Date: _____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

DIGITAL GRAPHICS AND SIGNS

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford,CT

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.

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on page 2 of this form. Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

DES-Demers Expo can provide you with 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, exhibit graphics and more.

PRICING GUIDE

[ ] L X [ ] W = [ ] Square Feet

Round length and width up to nearest foot

[ ] Square Feet X $9.00 per Square Foot Discount Price or $14.00 per Square Foot Standard Price = [ ] Total

In order to receive discounted price order must be received 14 day prior to show move in date.
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 (des 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

Standard Material

☐ Foam Core ☐ PVC Fluted

Upgraded Material and additional 15% will be added to graphic for Material listed below:

☐ Sintra ☐ Gator Board ☐ Plexi

Please Check the backing material you would like if nothing is marked PVC Fluted will be used

SIGN LAYOUT

☐ Vertical

☐ Horizontal

☐ DES's Designers to decide

SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mail or upload to our ftp(see next page) [ ]

[ ] Total X [ ] 6.35% Sales Tax = [ ] Grand Total

If you will be ordering more than one graphic, please use one order form per graphic.

Company: _____ Booth #: _____
Address: _____ Ordered by: _____
City/State/Zip: _____ Phone: _____
Authorized by: _____ FAX: _____
Signature: _____ Date: _____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

ARTWORK & FILE GUIDELINES

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford, CT

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 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 backup of the files on CD-Rom/DVD are not necessary but requested. Please call (860)882-0003 for assistance and a ftp password.
•If your artwork files are below 6 megabytes they can be e-mailed to staff@demersexpo.com.

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

LIABILITY AND INSURANCE BULLETIN

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford, CT

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 materials 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 time of our actual pick-up from 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 shipper) 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.

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services

LABOR ORDER FORM

2013 NFPA Annual Convention, The National Federation of Paralegal Association, October 3-4, 2013 Hartford Marriott Downtown, Hartford, CT

Journeyman Labor-

These craftsmen crate and uncrate materials, set up and dismantle exhibits

		Rates: per person/per hour	
		Discount Price	**Showsite Price**
STRAIGHTTIME	8:00am to 4:30pm, Monday through Friday	$85.50	$110.00
OVERTIME	4:30pm to 8:00am, Monday through Friday; and weekends	$128.25	$165.00
DOUBLETIME	Holidays	$171.00	$220.00

Two Hour Minimum Per Laborer

Two Journeyman are required before an Apprentice can be requested.
Start time guaranteed only when labor is requested for the start of the working day (8:00am).
Labor must be cancelled in writing, 24 hours in advance to avoid estimated labor charges.

INSTALLATION LABOR

Demers Exposition Supervised Labor – *Key Information Form must be completed and returned with this order form* .
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 #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Demers Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People		Approx. Hrs Per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____

DEMERS Supervision (30%/60.00) = $_____
Installation Total = $_____

DISMANTLE LABOR

Demers Exposition Supervised Labor ____ – *Key Information Form must be completed and returned with this order form.*
Demers Exposition will not be responsible for product or literature that is not properly packed and labeled by exhibitor.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of $60.00.
Emergency Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Demers Service Desk to pick-up labor.
Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People		Approx. Hrs Per Person		Total Hrs.		Hourly Rate		Estimated Total Cost
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____
_____	_____	_____	x	_____	=	_____	@	$_____	=	$_____

DEMERS Supervision (30%/60.00) = $_____

$ Installation Total = $_____

Company Name: _____ Booth # (if available): _____
Address: _____ Ordered By: _____
City/State/Zip: _____ Phone: _____
Authorized by: _____ FAX: _____
Signature: _____ Date: _____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070
www.demersexpo.com email: info@demersexpo.com

Demers Events & Expo Services