
EXHIBITOR SERVICE MANUAL



NPMA 2022 Eastern Conference

Foxwoods Resort Casino

Mashantucket, CT

January 19-21, 2022

CAPITAL
convention contractors

153 Northboro Road, Suite 6 | Southborough, MA 01772
capitalconventions.com | Fax: 508-481-1150

877-335-3700



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Dear Exhibitor:

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the upcoming **NPMA 2022 Eastern Conference**. In our commitment to a productive and smooth-running event, we have prepared the Exhibitor Service Manual with all the products and services necessary to plan a successful event.

Please carefully review all the information within this Exhibitor Manual and take advantage of advance order pricing by submitting your orders by the posted deadlines. In addition to Capital services, we have included all other ancillary service order forms that pertain to this event. Note that some of these forms are to be returned to the specific contractors and/or facilities who have jurisdiction over these services. Capital forms can be returned to our office by using the contact information listed at the bottom of each Capital order form.

For your convenience, please refer to the Event Quick Facts page for important event-specific information. If you have any additional questions about Capital's services or equipment, please do not hesitate to contact us at 877-335-3700 or help@capitalconventions.com.

A Capital Exhibitor Service Desk will be available on-site at the show and staffed during all move-in and move-out hours to answer any question or assist with any last-minute requirements.

Capital understands that your participation in this event is an important part of your company's marketing strategy, and we will work with you to make the event a complete success for you and your company!

Sincerely,

CAPITAL[®]
convention contractors

EVENT QUICK FACTS

BOOTH INFORMATION

Each Table-top space includes: 6' Draped Table
Two Chairs
Wastebasket
Exhibitor ID sign

Show color is: Black

EXHIBIT HALL CARPET

Exhibit Hall is Carpeted.

MATERIAL HANDLING

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: January 12, 2022

To: Exhibitor Name & Booth # (if available)

For: NPMA 2022 Eastern Conference

c/o Capital Convention Contractors
153 Northboro Road - Suite 6
Southborough, MA 01772

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: January 19, 2022

To: Exhibitor Name & Booth # (if available)

For: NPMA 2022 Eastern Conference

c/o Capital Convention Contractors
Foxwoods Resort Casino
302 Mushee Mahchaq - Fox Tower
Mashantucket, CT 06338

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **January 5, 2022** enjoy the discounted Advance Price as shown in this Manual. Standard pricing will prevail for all orders received after this date.

For non-Capital services, please refer to the specific contractors' order forms enclosed within this manual for pricing policies.

SHOW SCHEDULE

Exhibitor Set-up:	Wednesday,	January 19	2:00 p.m. - 6:00 p.m.	
Conference Schedule:	Thursday,	January 20	7:30 a.m. - 6:00 p.m.	Registration Open
			7:30 a.m. - 8:30 a.m.	Continental Breakfast & Exhibits
			10:00 a.m. - 10:15 a.m.	Refreshment Break & Exhibits
			12:30 p.m. - 2:00 p.m.	Lunch & Exhibits
			3:00 p.m. - 3:15 p.m.	Refreshment Break & Exhibits
			5:30 p.m. - 7:00 p.m.	Welcome Reception & Exhibits
Exhibit Hours:	Friday,	January 21	7:30 a.m. - 8:30 a.m.	
Exhibitor Dismantle:	Friday,	January 21	9:00 a.m. - 12:00 p.m.	

Drivers for all carriers must be checked in at the Capital Exhibitor Service Desk for pickup of freight by: **January 21, 2022 10:30am.**

EASY & SECURE ONLINE ORDERING

Hassled by printing forms and faxing, or scanning and emailing them? If so, take advantage of ***Online Ordering!***

If you prefer to order your *Capital Conventions* products and services online, we have a fully secure and easy to use Online Ordering system specifically tailored to this event.

Your secure login credentials will be emailed to you, with all the information you need to get started. Even better, you can use your same login information for multiple shows with *Capital Convention Contractors*; no more keeping track of multiple logins for multiple events.

All the *Capital* products and services that you find on the following Exhibitor Service Manual forms are available at our secure storefront.

[Click Here to Access Online Ordering](#)

If you haven't yet received your credentials, email us at help@capitalconventions.com

Of course, you can still fax or email your orders to us if you prefer:

- Fax orders to 508.481.1150
- Email orders to help@capitalconventions.com



THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at least 14 days prior to move-in.
3. **A completed Credit Card Authorization Form MUST accompany this form from each party.**
4. Capital's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Please indicate which of the following items/services are to be invoiced to the third party:

All Capital Services

Freight Handling

Furniture/Carpet/Accessories

Booth Cleaning

Labor

Other (specify) _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Exhibiting Firm

Company Name _____ Booth # _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

Display House 3rd Party

Display House 3rd party _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

ORDER SUMMARY

Payment Policy: All orders faxed or mailed to Capital must be accompanied by a Credit Card Authorization Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer bills.

Calculate your order total:

Service	Amount Due
Exhibitor Booth Labor*	\$ _____
Material Handling*	\$ _____
Miscellaneous	\$ _____
CT Tax 6.35%	\$ _____
TOTAL ESTIMATED CHARGES \$	_____

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS

Checks must include exhibiting firm name and booth number

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State _____ Zip Code _____

Phone () _____ Fax () _____ Email address _____

Authorized Signature _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772

Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

LIABILITY AND INSURANCE BULLETIN

Capital Convention Contractor's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital by an exhibitor, or by any 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 notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors 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 or impractical to, exhibit same.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuables stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

EXHIBITOR MATERIAL HANDLING PROCEDURES FOXWOODS RESORT CASINO

GENERAL RULES

- Foxwoods Resort Casino prohibits any show materials from being carried through the loading dock or any non-public area. Certain items may be hand carried into the facility, please refer to the Foxwoods Resort Hand-Carry Policy. If you need assistance unloading and reloading your show materials in your personally owned vehicle (POV), please refer to the instructions below and fill out the Cartload Service Order Form to schedule your delivery with Capital.
- All exhibit materials, including display cases, crates, skids, pallets and cardboard boxes must be shipped in care of Capital Convention Contractors.
- Capital **highly recommends** sending all shipments to its advance warehouse as instructed in the Material Handling Information/Rate Schedule forms in the service manual. This method is the most cost effective and efficient way to ship your materials.

LOADING DOCK RESTRICTIONS

- The loading dock is a restricted area.
- Personally owned vehicles are prohibited from the loading dock area without proper authorization.

ADVANCE SHIPMENTS

- Capital Convention Contractors will begin receiving advance shipments for the event at our warehouse beginning December 20, 2021.
- Material handling services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock area.

DIRECT SHIPMENTS

VIA COMMON CARRIER/VAN LINE/COURIER/AIR FREIGHT/P.O.V.

NOTE: if you are delivering show materials in your P.O.V. (Personally Owned Vehicle), please refer to the Cartload Service Form included in this manual and follow instructions below:

- Capital will receive shipments at the exhibit facility on January 19, 2022 from 2:00 p.m. to 6:00 p.m. only.
- Shipments that arrive at Foxwoods Resort Casino prior to January 19, 2022 may be **refused**.
- All drivers, including P.O.V.'s, must first check-in with a Capital Convention Contractor Representative at the marshaling yard Lot #10 to obtain dock access (see enclosed property map).
- Capital will coordinate dock times based on availability. P.O.V.'s may be required to have exhibit material transferred onto a Capital truck for delivery to the exhibit hall.
- Before the conclusion of the show, please visit the Capital Exhibitor Service Desk and complete a bill of lading indicating your outbound shipping requirements.

**For any inquiries regarding shipping and/or handling of exhibit materials,
please contact our Customer Service Department**

877-335-3700

help@capitalconventions.com

CART LOAD SERVICE ORDER FORM

Advance Order Price Deadline: January 5, 2022

Cart Load Service is available for Personally Owned Vehicles (POV) such as automobiles or vans/mini-vans only.

Exhibitors who would like assistance with the unloading and re-loading of their show materials at the loading dock may order Cart Load Service through Capital at the rates listed below:

Load Description	Advance Rate	Floor Rate	Total
Up to ten (10) CARTONS/ITEMS	\$119.00	\$146.00	
Over ten (10) CARTONS/ITEMS	\$149.00	\$184.00	

Cart Load Service Guidelines

- Cart Load Service is only available during designated Exhibitor Move-in and Move-out hours.
- For ALL loaded trailers towed by a car or van and ALL loaded straight trucks a minimum labor charge of two (2) men for one (1) hour will apply. Please refer to our Advanced Labor Order Form to place orders for this service.
- Cart Load service pricing includes both load-in and load-out.
- Cart Load service is provided on a first-come, first serve basis for non-skidded and non-pallet items unloaded from and loaded into non-commercial vehicles.
- Cart Load service is for loose items only, NO MACHINERY.
- Cart Load service is provided from the loading dock to the exhibit booth only.
- Cart loaders are not available to assist with booth set-up or booth tear down, please order labor separately.

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ Cart Load Service orders are a prepaid service.
- ❖ Cancellation requires a written 24-hour notice for a refund.
- ❖ This is a round trip service. No refunds will be provided should the exhibitor decide not to use the full service.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
Address _____ City/State/Zip _____ Signature _____
Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

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US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

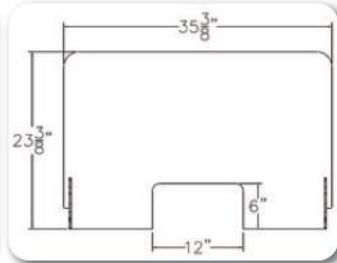
Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.

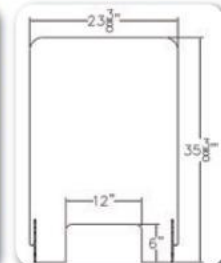
ACRYLIC SAFETY GUARD ORDER FORM

Advance Order Price Deadline: January 5, 2022

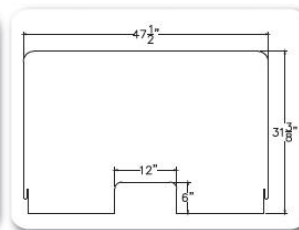
Safety Guard-A-36x24:
(Part#: CI-SG-A-3x2)



Safety Guard-A-24x36:
(Part#: CI-SG-A-2x3)



Safety Guard-A-48x32
(Part#: CI-SG-A-4x2.5)



NOTE: THE DIMENSIONS OF THE BASE FEET ON ALL MODELS ARE 7" WIDE X 8" HIGH

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	SAFETY GUARD-A-36x24 PART# C1-SG-A-3x2	\$109.00	\$133.75	
	SAFETY GUARD-A-24x36 PART# C1-SG-2x3	\$109.00	\$133.75	
	SAFETY GUARD-A-48x32 PART# C1-SG-4x2.5	\$165.00	\$203.75	

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.
- ❖ Custom sizes are available upon request and will be quoted on final design.

SUB TOTAL

\$ _____

CT TAX 6.35%

\$ _____

GRAND TOTAL

\$ _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

LABOR ORDER FORM

DEADLINE ORDER DATE: January 5, 2022

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.

RATES:

- Straight Time: \$ 85.00 per man-hour** - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- Overtime: \$ 127.50 per man-hour** - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

CALCULATE ESTIMATED LABOR

DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION: _____	_____ AM	_____	_____ X _____	\$ _____	= \$ _____
	_____ PM	_____	_____ X _____	\$ _____	= \$ _____
DISMANTLE: _____	_____ AM	_____	_____ X _____	\$ _____	= \$ _____
	_____ PM	_____	_____ X _____	\$ _____	= \$ _____

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ORDERS PLACED AFTER January 5, 2022 WILL BE CHARGED AN ADDITIONAL 30%

Labor Options (choose one)

- Exhibitor Supervised Labor Capital Supervised Labor

EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four-hour notice is required for cancellation of labor services.

Company Representative: _____ **Phone:** _____

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is **50% of the exhibitor's total labor bill**, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. **Please see the next page for outbound shipping instructions.**

Set Up Information Required:

Booth display being shipped to: Warehouse Show site Scheduled delivery date _____
 Shipment consists of: Crates Cartons Carpets/pads
 If no carpet is being shipped, is carpet ordered through Capital? Yes No
 Blueprints & Exhibit instructions: Attached Shipped with Display (Please supply advance instructions with order)

Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.

ADDITIONAL OPTIONS

- Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)
- Shrink wrap at \$35.00 per skid _____ # x \$35.00 = _____ (include on Order Summary page)

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State/Zip _____ Signature _____
 Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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LABOR ORDER FORM (CONTINUATION)

Only Exhibitors hiring Capital to dismantle their booth should complete this form.

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

At the close of the show, exhibitor freight will be shipped to the **following address**:

If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

SELECT SHIPPING METHOD

Exhibitor Carrier Choice: _____

Official Show Carrier: YRC Ground *Must arrive by: _____

PLEASE NOTE: If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show. Shipping costs are not included and are the responsibility of the exhibitor. Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital's discretion.

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) _____ Print Name: _____

Freight Charges Billed to:

Company Name: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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MATERIAL HANDLING DEFINITIONS

What is Additional 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/unloading, 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 Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

What is a Cartage Company?

Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is The Difference Between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

What are Stacked Shipments?

Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

What is Ground Loading/Unloading?

Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

What are Mixed Shipments?

Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

What is Constricted Space Loading/Unloading?

Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

What is Alternate Delivery Location?

Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Multiple Shipments?

Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

What does it Mean if I Have "No Documentation"?

Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

What about Carpet/Pad Only Shipments?

Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive by: January 12, 2022

To: Exhibitor Name/ Booth #

For: NPMA 2022 Eastern Conference

c/o Capital Convention Contractors

153 Northboro Road - Suite 6

Southborough, MA 01772

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: January 19, 2022

To: Exhibitor Name/ Booth #

For: NPMA 2022 Eastern Conference

Capital Convention Contractors

c/o Foxwoods Resort Casino

302 Mushee Mahchaq - Fox Tower

Mashantucket, CT 06338

****PLEASE READ THE LIABILITY AND INSURANCE BULLETIN INCLUDED IN THIS MANUAL****

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide Pro Number)	EST. DATE OF ARRIVAL	EST. COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS Warehouse						
DIRECT SHIPMENTS Showsite/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? _____

Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME _____ PHONE # () _____

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- **A credit card is required for material handling services.** Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.
- **Drivers MUST check in at the loading dock by 10:30am on January 21, 2022 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a \$7.00 per cwt or a \$50.00 minimum charge, whichever is greater.

CHECK appropriate arrangements:

- Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.
- Freight arrangements will be handled by exhibitor. NAME OF CARRIER: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____

Address _____ City/State/Zip _____ Signature _____

Phone () _____ Fax () _____ Email address _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772

Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

MATERIAL HANDLING RATE SCHEDULE

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.
- Additional 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/unloading, 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 Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & 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 25 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: Shipments arriving after January 12, 2022.
- Early Shipments to Warehouse: Any shipment arriving prior to December 20, 2021.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of \$7.00 per cwt or \$50.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.
- Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

Overtime

- Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.
- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.
 - Your shipment is moved into or out of showsite on overtime due to scheduling beyond Capital's control.

Rate Classifications:	<u>Price Per CWT</u>	<u>200 lb. minimum</u>
■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: January 12, 2022		
Crated	\$ 89.00	\$ 178.00
Additional Handling	\$ 111.00	\$ 222.00
Crated Overtime Inbound/Outbound*	\$ 31.15	\$ 62.30
Additional Handling Overtime Inbound/Outbound*	\$ 38.85	\$ 77.70
<i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i>		
■ Additional Surcharges		
Early/Late Shipments to Warehouse Crated*	\$ 31.15	\$ 62.30
Early/Late Shipments to Warehouse Additional Handling*	\$ 38.85	\$ 77.70
<hr/>		
■ Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: January 19, 2022		
Crated	\$ 87.00	\$ 174.00
Additional Handling	\$ 109.00	\$ 218.00
Uncrated	\$ 118.00	\$ 236.00
Crated Overtime Inbound/Outbound*	\$ 30.45	\$ 60.90
Additional Handling Overtime Inbound/Outbound*	\$ 38.15	\$ 76.30
Uncrated Overtime Inbound/Outbound*	\$ 41.30	\$ 82.60
■ Additional Surcharges		
Off-Target Fee Crated*	\$ 30.45	\$ 60.90
Off-Target Fee Additional Handling*	\$ 38.15	\$ 76.30
Off-Target Fee Uncrated*	\$ 41.30	\$ 82.60
Shipments Returned to Warehouse* (\$7.00 per cwt or \$50.00 minimum, whichever is greater)	\$ 7.00 per cwt	\$ 50.00 minimum
	<u>First Piece</u>	<u>Additional Pieces</u>
■ Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier) .	\$ 35.00	\$ 20.00

**In addition to above charges.*

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. For example, if the rate is \$50.00 per 100 lbs.:

<p><u>3 Separate Shipments:</u> 54 lbs. charged @ 200 lbs. \$100.00 59 lbs. charged @ 200 lbs. \$100.00 72 lbs. charged @ 200 lbs. \$100.00 Total: 185 lbs. Total Cost: \$300.00</p>	<p><u>1 Consolidated Shipment:</u> 3 pieces (1 shipment) 185 lbs. @ 200 lbs. = \$100.00 Total Savings: \$200.00</p>
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Sub-Total:	\$ _____
Total:	\$ _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
 Address _____ City/State/Zip _____ Signature _____
 Phone () _____ Fax () _____ Email address _____

MATERIAL HANDLING POLICY

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

*Overtime is:

- Monday through Friday before 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

INBOUND SHIPMENT(S)

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

Capital recommends hiring security services from the facility or Show Management. **NOTE: Capital does NOT accept any ADVANCE Materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please CALL us with any questions.**

OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital by an exhibitor or by any 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. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: **January 21, 2022 10:30am.**

If you have any questions, please feel free to contact Exhibitor Services at the number below.
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

Use these labels **only** if shipping in **advance** to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
153 Northboro Road - Suite 6
Southborough, MA 01772

Show: NPMA 2022 Eastern Conference

Booth# _____

Carrier _____

Piece # ____ of _____

**LATE TO WAREHOUSE
CHARGES APPLY AFTER:
January 12, 2022**



Use these labels **only** if shipping in **advance** to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
153 Northboro Road - Suite 6
Southborough, MA 01772

Show: NPMA 2022 Eastern Conference

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**LATE TO WAREHOUSE
CHARGES APPLY AFTER:
January 12, 2022**

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Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Foxwoods Resort Casino
302 Mushee Mahchaq - Fox Tower
Mashantucket, CT 06338

Show: NPMA 2022 Eastern Conference

Booth# _____

Carrier _____

Piece # ____ of _____

DELIVERY DATE:
January 19, 2022 ONLY



Use these labels **only** if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o Foxwoods Resort Casino
302 Mushee Mahchaq - Fox Tower
Mashantucket, CT 06338

Show: NPMA 2022 Eastern Conference

Booth# _____

Carrier _____

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January 19, 2022 ONLY

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NAME OF CONFERENCE		CONVENTION DATES	
COMPANY NAME	ON-SITE CONTACT NAME	ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS	CITY & STATE	ZIP CODE	
NAME ON THE CARD	CARD HOLDER SIGNATURE		
Card Holders EMAIL		PHONE for review/payment	

Advanced rates are available if order is placed days or more 7 days before show opening.
 Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and Credit Card Number.
 Labor charges, Service Charge, Loss Damage Waiver Included
 Sales Tax may apply

PROJECTION	QUANTITY	ADVANCED RATE	REGULAR RATE
LCD PROJECTOR		\$595.20	\$684.48
TRIPOD SCREEN		\$117.80	\$135.47
25' HDMI CABLE		\$39.68	\$45.63
MONITOR	QUANTITY	ADVANCED RATE	REGULAR RATE
24" MONITOR TABLE TOP		\$266.60	\$306.59
46" LED MONITOR W/ Stand		\$750.20	\$862.73
55" LED MONITOR W/ Stand		\$998.20	\$1,147.93
70" LED MONITOR W/ Stand		\$1,512.80	\$1,739.72
AUDIO	QUANTITY	ADVANCED RATE	REGULAR RATE
POWERED SPEAKER W/ Stand		\$188.48	\$216.75
WIRELESS MICROPHONE		\$272.80	313.72
INTERNET	QUANTITY	ADVANCED RATE	REGULAR RATE
SIMPLE WIFI CONNECTION		\$24.00	\$27.60
HARD LINE CONNECTION		\$228.00	\$262.20
POWER	QUANTITY	ADVANCED RATE	REGULAR RATE
120V SINGLE PHASE - 10 AMP		\$185.00	\$212.75
120V SINGLE PHASE - 20 AMP		\$240.00	\$276.00
208V, 3 PHASE, Special Request		Nema Code(s) / Plug Type :	
MISCELLANEOUS	QUANTITY	ADVANCED RATE	REGULAR RATE
LAPTOP		\$310.00	\$356.50
LED UPLIGHT		\$117.80	\$135.47

Additional audiovisual equipment and power is available upon request.
 Please Contact Encore At 860-312-8754 or through Email at matthew.babcock@encoreglobal.com