

# Convention Enterprises<sup>INC.</sup>

P.O. Box 276 ~ Southbury, CT 06488-0276 ~ (203) 267-1577 ~ Fax (203) 267-1589

Convention Enterprises, Inc. is pleased to be the official decorator for the:

CT. PODIATRIC MEDICAL ASSOC. SYMPOSIUM  
March 25-27, 2010  
MOHEGAN SUN  
UNCASVILLE, CT.

Each booth will contain:

8' High blue backwall drapes  
3' High blue side rail drapes  
One one line booth ID sign  
One 6' draped table in blue with a white top  
Two chairs

Mohegan Sun will not accept advance shipments, all freight can be shipped to Convention Enterprises, Inc.

Enclosed you will find an exhibitor service kit covering Furnishings, Labor, and Material Handling order forms.

If you have any questions do not hesitate to let us know.

Sincerely,

Convention Enterprises, Inc.

*Being the Biggest is Not Important...Being the Best Is!*



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Show \_\_\_\_\_  
 Booth Number \_\_\_\_\_  
 Site \_\_\_\_\_  
 Date \_\_\_\_\_

**FURNISHINGS ORDER FORM (COMPLETE AND MAIL TO ADDRESS ABOVE)**

**STANDARD WIDTH CARPETING**

Available in 9' widths in any of the lengths indicated below

Qty	Advance Payment	Floor Order
9' x 10' Rug	70.00	92.00
9' x 20' Rug	141.00	186.00
9' x 30' Rug	212.00	284.00
9' x 40' Rug	282.00	373.00

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

Circle Color: Blue Red Gold Gray Burgundy Green

**SPECIAL CARPETING**

Special sizes are available at \$1.35 per square foot in any dimensions.  
 Price includes cutting, laying, and taping seams and front edges.

\_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ x 1.35 = \_\_\_\_\_  
 (carpet size) (sq. ft.) (total)

**SPECIAL DRAPERY/SKIRTING**

8' high Drapery per linear ft	5.00	6.00
3' high Drapery per linear ft	3.00	4.00
Special skirting per linear ft.	2.35	2.75

for table, crate, platform

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

Circle Color: Blue Red Gold Gray Burgundy Black White

**FURNITURE & ACCESSORIES**

Arm Chair, Upholstered	31.00	41.00
Folding Chair	12.00	17.00
Cocktail Table	24.00	32.00
Chrome Clothes Tree	31.00	45.00
Garment Rack	50.00	75.00
Upholstered Bar Stool	29.00	42.00
Wastebasket	8.00	12.00
Display Easel	23.00	27.00
4 x 8 White Pegboard	106.00	140.00
Chrome Stanchion	23.00	32.00
Velour Cords per linear ft.	2.00	3.00

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

**DISPLAY TABLES**

**UNDRAPED DISPLAY TABLE 30" HIGH**

Qty	Advance Payment	Floor Order
2' x 2' Wood Table	12.50	16.50
4' x 2' Wood Table	19.00	25.00
6' x 2' Wood Table	24.00	30.00
8' x 2' Wood Table	30.00	40.00

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

**UNDRAPED DISPLAY TABLE 40" HIGH**

2' x 2' Wood Table Draped	18.50	22.50
4' x 2' Wood Table Draped	25.00	34.00
6' x 2' Wood Table Draped	31.00	40.00
8' x 2' Wood Table Draped	37.00	45.00

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

**DRAPED DISPLAY TABLE 30" HIGH**

With White Vinyl Top

2' x 2' Wood Table Draped	32.25	41.50
4' x 2' Wood Table Draped	46.00	59.00
6' x 2' Wood Table Draped	59.00	75.00
8' x 2' Wood Table Draped	68.00	87.00

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

**DRAPED DISPLAY TABLE 40" HIGH**

With White Vinyl Top

2' x 2' Wood Table Draped	44.25	53.50
4' x 2' Wood Table Draped	59.00	72.00
6' x 2' Wood Table Draped	71.00	88.00
8' x 2' Wood Table Draped	81.00	100.00

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

**30" Skirts 40" Skirts**

Circle Color: Blue Red Gold Green Burgundy Gray  
 Black White

**WOOD TABLE RISERS**

**(1) RISER ONLY**

**(2) RISER & DRAPE**

Qty	Advance Payment	Floor Order	Advance Payment	Floor Order
10" x 4"	13.00	17.00	30.00	42.00
10" x 6"	15.00	20.00	34.00	56.00

Sub-Total \$ \_\_\_\_\_ \$ \_\_\_\_\_

Circle Color: Blue Red Gold Green Burgundy Gray  
 Black White

Total Order	\$ _____
Tax	\$ _____
Grand Total	\$ _____

PLEASE TYPE OR PRINT. MAIL ONE COPY TO: CONVENTION ENTERPRISES, INC.

Exhibitor Name \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City/State \_\_\_\_\_  
 Authorized By \_\_\_\_\_

Telephone \_\_\_\_\_  
 Purchase Order No. \_\_\_\_\_  
 Zip \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_

**TERMS:**

\*Advance discount order must include payment

\*Please include Connecticut 6% Sales Tax

\*Equipment is on a rental basis and remains the property of CE, Inc

\*Items ordered and delivered to booth but subsequently canceled will be charged at 50% of the above rates to cover the labor involved.

\*All credit orders subject to credit approval

\*Orders must be received 14 days prior to convention to guarantee item or color.

**PAYMENT POLICY:** Please remit full payment with each order to receive discount. Discount on advance orders only.



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 Date \_\_\_\_\_

**LABOR ORDER FORM**

**Straight Time Rates** ..... \$45.00 per man hour, 8:00 am to 4:30 pm weekdays.

**Overtime Rates**..... \$67.50 per man hour. All labor before 8:00 am and after 4:30 pm weekdays and all hours Saturdays, Sundays and union observed holidays will be charged as overtime.

**One Hour Minimum Per Man**

ADVANCE LABOR ORDER	# MEN	DATE	TIME	APPROXIMATE HOURS
LABOR TO SET UP				
LABOR TO DISMANTLE				
SPECIAL REQUIREMENTS				

**Supervision of all labor is required. Please indicate supervision plan below.**

**Plan A — Exhibitor Supervision**

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, 8:00 am. One hour minimum charge per man if not picked up or canceled with 24 hour notice. It is important that the exhibitor representative check in at the Convention Enterprises, Inc. service desk to pick up men ordered. Also, it is important for the representative to check men out at the Convention Enterprises, Inc. service desk upon completion of the work.

*All work is done only under the supervision of the exhibitor representative.*

Exhibitor Representative \_\_\_\_\_ Company

**Plan B — Convention Enterprises Supervision**

All work is done under the direction of the Convention Enterprises, Inc. personnel. Our charge for this service is 30% of your total bill. (\$50.00 minimum)

*In order to complete the work without your representative present we must have set-up directions.*

PLEASE TYPE OR PRINT. MAIL ONE COPY TO: CONVENTION ENTERPRISES, INC.			
Exhibitor Name _____	Telephone _____		
Billing Address _____	Purchase Order No. _____		
City/State _____	Zip _____	Date _____	
Authorized By _____	Signature _____		

**(Terms and Conditions on Reverse)**

## **TERMS AND CONDITIONS**

Any damage that may occur during installation or dismantling must be reported to Convention Enterprises, Inc. by exhibitor at the time of the occurrence. We do not assume any responsibility for damage after our work has been completed at the show. We are not responsible for damage to your exhibit or packing cases incurred in handling, shipping or while in transit. It is clearly understood and agreed that Convention Enterprises, Inc.'s sole obligation is to erect and dismantle exhibit including packing at conclusion of the show. Any damage to or lose of exhibitor's material which occurs after completion of packing by Convention Enterprises, Inc. shall be the sole responsibility of the exhibitor.



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**MATERIAL HANDLING**

All charges are per CWT (100 lbs.) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment.

<p><b><u>Advance Shipments:</u></b> Convention Enterprises will receive crated shipments at our warehouse and will provide up to 30 days storage prior to a show, delivery to booth, storage of empty packing materials and return outbound shipments to the loading dock.</p> <p align="center"><i><u>Uncrated or loose material will not be accepted.</u></i></p>	<p align="center"><b>Advance Shipment Rate:</b></p> <p align="center">\$35.00 per CWT</p>
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**Advanced shipment deadline/late shipments**

All materials shipped in advance to the warehouse must arrive by MAR 22 2010. Any shipment arriving after this date will be charged an additional \$4.00 per CWT, \$50.00 minimum.

<p><b><u>Direct Shipments:</u></b> Convention Enterprises, Inc. will receive shipments at show site on scheduled move-in day(s). Convention Enterprises, Inc. will provide delivery to booth storage of empty packing materials and return outbound shipments to the loading dock.</p>	<p align="center"><b>Direct Shipment Rate:</b></p> <p align="center">\$33.00 per CWT</p>
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*The rates quoted above are based upon straight time move-in and move-out.  
 Refer to the next paragraph for overtime charges.*

**Overtime:** Monday through Friday, before 8:00 am and after 4:30 pm; anytime Saturday, Sunday and observed union holidays; and including shipments where the driver has not checked in before 3:30 pm. All handling performed on overtime will be charged an additional 50% each way.

**Special Handling/Crated Shipments:** Shipments of crated materials received at the warehouse or at show site being transported by VAN LINE or SPECIALIZED CARRIER will be charged an additional \$4.00 per CWT each way.

*All Van Line shipments must be accompanied by certified weight tickets.*

**Special Handling/Uncrated Shipments:** Uncrated shipments will be received at show site for an additional \$8.00 per CWT each way. Uncrated shipments will not be received at the warehouse.

**Small Package Shipments:** Shipments received without individual carrier receipts or freight bills, such as UPS, Federal Express, Parcel Post, etc. will be delivered to booth without guarantee of piece count or condition. *No liability will be assumed for such shipments.* These shipments will be charged an additional \$5.00 per shipment.

**Shipment Returned to Warehouse:** At close of show for reforwarding or storage will be charged an additional \$8.00 per CWT. \$50.00 minimum.

All shipments by whatever means of transportation must be prepaid and should be shipped to arrive at our warehouse by the deadline date. Late shipments are subject to additional handling and delivery charges. All shipments should be addressed to Convention Enterprises, Inc. *Collect shipments will not be accepted.*

Please read the "Liability and Insurance Bulletin" enclosed in this kit.

## LIABILITY AND INSURANCE BULLETIN

1. Convention Enterprises, Inc. shall not be responsible for damage to uncrated materials improperly packed or concealed damage.
2. Convention Enterprises, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth.
3. Convention Enterprises, 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 show. Bills of lading covering outgoing shipments which are furnished to Convention Enterprises, Inc. by exhibitor's will be checked at time of actual pick up from booth and corrections made where discrepancies occur.
4. Convention Enterprises, Inc. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppage of any kind, or to any causes beyond its control.
5. Convention Enterprises, Inc. liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Convention Enterprises, Inc.'s maximum liability shall be limited to .30¢ per pound.
6. Convention Enterprises, Inc. shall not be liable to any extent what-so-ever 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.
7. The consignment or delivery of a shipment to Convention Enterprises, Inc. 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.
8. Exhibitors requiring additional insurance coverage should arrange to place same through their agent or broker or contact Convention Enterprises, Inc. for assistance in arranging coverage at local prevailing rates. Premiums to be paid in advance of shipping date of your material if you require Convention Enterprises, Inc. to arrange special insurance coverage on your behalf.



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**MATERIAL HANDLING ORDER FORM**

All shipments by whatever means of transportation *must be prepaid* and should be shipped to arrive at our warehouse by the deadline date. Late shipments are subject to additional handling and delivery charges. All shipments should be addressed to Convention Enterprises, Inc.

Collect shipments will not be accepted.

**Advance Shipping Address**

TO: (Name of Exhibitor and booth #)  FOR:  c/o Convention Enterprises, Inc. 353 Christian Street, Unit 11A Oxford, CT 06478	We plan to ship # of pieces:
	Total Weight:
	Carrier:

Shipments sent directly to the facility will only be received on scheduled move-in day(s). Shipments arriving at the facility earlier than move-in *will be refused*.

All direct shipments must be consigned to Convention Enterprises, Inc.

**Direct Shipping Address**

TO: (Name of Exhibitor and booth #)  FOR:  c/o	We plan to ship # of pieces:
	Total Weight:
	Carrier:

Please read the "Liability and Insurance Bulletin" enclosed in this kit.

PLEASE TYPE OR PRINT. MAIL ONE COPY TO: CONVENTION ENTERPRISES, INC.	
Exhibitor Name _____	Telephone _____
Billing Address _____	Purchase Order No. _____
City/State _____	Zip _____ Date _____
Authorized By _____	Signature _____

**(Terms and Conditions on Reverse)**

## TERMS AND CONDITIONS

1. It is advisable for the exhibitor to forward an advanced copy of the bill of lading to us as well as the return of the Service Order Form in order to facilitate tracing.
2. All shipments must arrive prepaid. Any shipments arriving collect will not be accepted, unless an exhibitor's representative is available to pay such collect charges.
3. Actual weights must appear on bill of lading. The drayage contractor reserves the right to reweigh any shipment and correct any weight. If material arrives or departs without given weight, the exhibitor must accept the weight figure assigned to the shipment by the drayage contractor after such materials are weighed.
4. Convention Enterprises, Inc. reserves the right to reroute any outgoing shipment, including those not packed up during the prescribed time limits.
5. After materials are placed in exhibit space, the drayage contractor is not responsible for condition, count, or contents, until such time when materials are again picked up for removal after the close of the exhibit. This applies even though the exhibitor is not physically present when goods are delivered or picked up. All orders received by Convention Enterprises, Inc. prior to removal of materials are subject to final count and correction made at time of actual removal.
6. The handling of loose exhibit materials or those inadequately packed will be done at exhibitor's risk. The drayage contractor is not responsible for damages to such materials nor will be responsible for concealed damages of material arriving and departing in cases, crates, cartons, packages, etc.
7. All charges are net and are payable immediately upon receipt of our invoice. We reserve the right to request cash payment from an exhibitor when the credit status of the exhibitor is doubtful.
8. Insurance: Be sure all of your merchandise, display equipment and materials are fully covered against fire, theft and all hazards while in transit to and from your space and for the duration of the show.
9. Materials not removed from the exhibition upon close of show will be taken to a warehouse for storage at an additional cost to exhibitor for handling, moving and storage.