

ESM Addendum for Exhibitors with 10'x10' Booths only

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# EXHIBITOR SERVICE MANUAL

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## ISPE Boston Area Chapter Product Show

**Gillette Stadium**  
Foxborough, MA  
September 26, 2018

**CAPITAL**  
convention contractors

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

877-335-3700

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### GENERAL INFORMATION

Dear Exhibitor,

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the ISPE Boston Area Chapter Product Show being held at Gillette Stadium in Foxborough, MA. In our commitment to an enjoyable and smooth-running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

**This additional Exhibitor Service Manual Addendum is specifically for Exhibitors in 10'x10' booths. If you would like to order additional tables or booth accessories, you will find the needed information within this kit. Items are NOT available with Table Top spaces.**

**Booth package:**

Includes free of charge:

Each 10' x 10' booth package will be set with an 8' high back-wall drape, 3' side-rail drape, one 8' x 30" wide skirted table, one 7" x 44" Exhibitor ID sign with booth number, and standard electrical 500w/5AMP service.

**Show Drape Color:** Royal Blue

**Carpet:** Exhibit hall is carpeted

### Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up: Tuesday, September 25 2:00 p.m. – 8:00 p.m.  
*(Booth & Table Top Exhibits Move-in & Set-up)*

Exhibitor Set-up: Wednesday, September 26 8:00 a.m. – 9:00 a.m.  
*(Table Top Exhibits Move-in & Set-up only. NO Booth Set-up Permitted)*

Exhibit Hours: Wednesday, September 26 10:00 a.m. – 6:00 p.m.

Career Fair: Wednesday, September 26 11:00 a.m. – 4:00 p.m.

Exhibitor Dismantle: Wednesday, September 26 6:00 p.m. – 9:00 p.m.

### Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **September 12, 2018**. *We must have a major credit card on file to process your orders!* Complete the Credit Card Authorization Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-481-1150. Order forms for other contractors should be returned to the specific contractor providing these services.

*We look forward to working with you!*

**CAPITAL CONVENTION CONTRACTORS**

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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## CREDIT CARD AUTHORIZATION FORM

**WE ACCEPT:**        **American Express**                      **VISA**                      **MasterCard**

**Exhibitor** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**CREDIT CARD BILLING INFORMATION**

**Credit Card Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Email** \_\_\_\_\_

**Phone** (     ) \_\_\_\_\_ **Fax** (     ) \_\_\_\_\_

Credit Card Number	Expiration	CVV*
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

\*(3 digit MC/Visa 4 digit Amex)

**Card Holder Name** (please print) \_\_\_\_\_ **Signature** \_\_\_\_\_

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

**IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.**

### CREDIT CARD PAYMENT POLICY

**NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL**

**ADVANCE FLOOR ORDERS:** All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

**THIRD PARTY ORDERS:** If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

**DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR:** Capital’s Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

**ALL CHARGES:** All charges/costs requested by Exhibitor MUST be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor’s credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

**ADJUSTMENTS:** Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

**SALES TAX:** Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor’s responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

**COLLECTION POLICY:** In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.  
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## TABLE/DRAPE ORDER FORM

**Advance Order Price Deadline: September 12, 2018**

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
<b>TABLES-DRAPED</b>		4' X 2' - 30" HIGH	\$101.40	\$126.35	
		6' X 2' - 30" HIGH	\$112.85	\$140.90	
		8' X 2' - 30" HIGH	\$124.30	\$154.95	
<b>COUNTER HEIGHT TABLES-DRAPED</b>		4' X 2' - 40" HIGH	\$124.30	\$154.95	
		6' X 2' - 40" HIGH	\$146.65	\$183.55	
		8' X 2' - 40" HIGH	\$169.50	\$211.65	
<b>TABLES-UNDRAPED</b>		4' X 2' - 30" HIGH	\$56.15	\$70.70	
		6' X 2' - 30" HIGH	\$67.10	\$84.25	
		8' X 2' - 30" HIGH	\$78.50	\$98.30	
<b>COUNTER HEIGHT TABLES-UNDRAPED</b>		4' X 2' - 40" HIGH	\$62.90	\$78.50	
		6' X 2' - 40" HIGH	\$73.85	\$93.60	
		8' X 2' - 40" HIGH	\$85.30	\$107.10	
<b>TABLES-COCKTAIL FINISHED TOP</b>		30" ROUND - 30" HIGH	\$101.40	\$126.35	
		30" ROUND - 40" HIGH	\$112.85	\$140.90	
<b>TABLE RISERS</b>		4' X 10" HIGH	\$68.65	\$85.30	
		6' X 10" HIGH	\$79.55	\$100.35	
<b>TABLES-4<sup>TH</sup> SIDE DRAPE</b>		6' OR 8' TABLE	\$51.50	\$63.95	
		6' OR 8' COUNTER	\$51.50	\$63.95	
<b>CUSTOM BOOTH DRAPE</b> 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$10.90	\$15.60	
		3' HIGH PER LINEAR FT	\$7.80	\$9.90	

**\*\*IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED\*\***

**CIRCLE COLOR CHOICE:** ROYAL BLUE SILVER BURGUNDY HUNTER GREEN  
WHITE RED BLACK

**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.

**SUB TOTAL** \$ \_\_\_\_\_  
**MA TAX 6.25 %** \$ \_\_\_\_\_  
**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 \_\_\_\_\_

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## BOOTH FURNISHINGS ORDER FORM

**Advance Order Price Deadline: September 12, 2018**

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
<b>CHAIRS</b>		UPHOLSTERED BAR STOOL	\$67.10	\$84.25	
		PADDED ARM CHAIR	\$56.15	\$70.70	
		PADDED SIDE CHAIR	\$51.50	\$65.00	
		FOLDING CHAIR	\$16.10	\$20.80	
<b>ACCESSORIES</b>		6' DISPLAY CASE W/SHELVES	\$397.80	\$497.65	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$199.15	\$250.10	
		4' X 8' DISPLAY BOARD	\$159.10	\$199.15	
		LITERATURE RACK	\$85.30	\$107.10	
		CHROME 22" x 28" SIGN HOLDER	\$67.60	\$84.50	
		BAG RACK	\$73.85	\$92.55	
		GARMENT RACK	\$73.85	\$92.55	
		TRIPOD EASEL	\$28.60	\$36.90	
		RAFFLE DRUM	\$68.65	\$85.30	
		7 GALLON WASTEBASKET	\$18.70	\$22.90	
		8' ALUMINUM BACK POST W/BASE	\$28.60	\$36.90	
		6'-10' ADJUSTABLE CROSS BAR	\$17.15	\$20.80	

<b>SUB TOTAL</b>	\$ _____
<b>MA TAX 6.25 %</b>	\$ _____
<b>GRAND TOTAL</b>	\$ _____

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

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 Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Signature \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Email address \_\_\_\_\_

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## Chairs



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

## Draped Tables



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

## Accessories



Display Case



Standard Counter



Display Board



Literature Racks



Chrome Sign Holder



Bag Rack



Garment Rack



Tripod Easel



Raffle Drum

### Please Note:

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.