

ESM Addendum for Exhibitors with 10'x10' Booths only

EXHIBITOR SERVICE MANUAL

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

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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TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: September 12, 2018

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		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	
COUNTER HEIGHT TABLES-DRAPED		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	
TABLES-UNDRAPED		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	
COUNTER HEIGHT TABLES-UNDRAPED		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	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$101.40	\$126.35	
		30" ROUND - 40" HIGH	\$112.85	\$140.90	
TABLE RISERS		4' X 10" HIGH	\$68.65	\$85.30	
		6' X 10" HIGH	\$79.55	\$100.35	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$51.50	\$63.95	
		6' OR 8' COUNTER	\$51.50	\$63.95	
CUSTOM BOOTH DRAPE 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 _____

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

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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: September 12, 2018

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		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	
ACCESSORIES		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	

SUB TOTAL	\$ _____
MA TAX 6.25 %	\$ _____
GRAND TOTAL	\$ _____

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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.

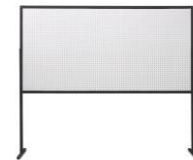
Accessories



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.