

ESM Addendum for Exhibitors with 10'x10' (or larger) Booths only

# EXHIBITOR SERVICE MANUAL



**PRODUCT SHOW**

*Your connection to the  
future of life sciences.*

## ISPE Boston Area Chapter Product Show

Gillette Stadium

Foxborough, MA

September 15, 2021

**CAPITAL**  
convention contractors

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

877-335-3700

**ISPE Boston Area Chapter Product Show**

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Dear Exhibitor:

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the upcoming **ISPE Boston Area Chapter Product Show**. 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](mailto: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,

## EVENT QUICK FACTS

***This additional Exhibitor Service Manual Addendum is specifically for Exhibitors in 10'x10' (or larger) 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:

#### Standard Booth

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

#### Super Booth

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

### SHOW COLOR:

Royal Blue

### 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: September 8, 2021**

To: Exhibitor Name & Booth # (if available)

For: ISPE Boston Area Chapter Product Show

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: September 14, 2021**

To: Exhibitor Name & Booth # (if available)

For: ISPE Boston Area Chapter Product Show

c/o Capital Convention Contractors

Gillette Stadium

One Patriot Place

Foxborough, MA 02035

### ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **September 1, 2021** 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.

## EVENT QUICK FACTS (cont.)

### SHOW SCHEDULE

***Booth & Table Top Exhibits Move-in & set-up (required):***

Exhibitor Set-up: Tuesday, September 14 2:00 p.m. – 8:00 p.m.

***Table Top Exhibits Move-in & set-up only (requires prior approval from Show Management). NO Booth setup permitted:***

Exhibitor Set-up: Wednesday, September 15 7:30 a.m. – 9:00 a.m.

Exhibit Hours: Wednesday, September 15 10:00 a.m. – 6:00 p.m.

Exhibitor Dismantle: Wednesday, September 15 6:00 p.m. – 9:00 p.m.

Drivers for all carriers must be checked in at the Capital Exhibitor Service Desk for pickup of freight by: **September 15, 2021 8:00 PM.**

### PROFESSIONAL DEVELOPMENT LANDING (CAREER FAIR) SCHEDULE

Career Fair Set-up: Wednesday, September 15 10:30 a.m. – 12:00 p.m.

Career Fair Open: Wednesday, September 15 1:00 p.m. – 5:00 p.m.



## TABLE/DRAPE ORDER FORM

**Advance Order Price Deadline: September 1, 2021**

	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>SPANDEX COVER FOR COCKTAIL TABLE - Black, White, or Blue Only</b>		30" ROUND - 30" or 40"	\$52.00	\$64.00	
<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** \$ \_\_\_\_\_

Don't see what you need?  
Call Exhibitor Services for additional options.  
877-335-3700

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

## BOOTH FURNISHINGS ORDER FORM

**Advance Order Price Deadline: September 1, 2021**

	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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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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## 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.

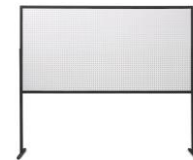
## Accessories



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.