EXHIBITOR SERVICE MANUAL



Your connection to the future of life sciences.

ISPE Boston Area Chapter Product Show

Gillette Stadium

Foxborough, MA September 20, 2023



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

877-335-3700



Gillette Stadium Foxborough, MA **September 20, 2023**

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.

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,





877-335-3700

ISPE Boston Area Chapter Product Show

Gillette Stadium Foxborough, MA **September 20, 2023**

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. Please note – these items are not available through our online ordering portal.

TABLE TOP PACKAGE:

Includes free of charge:

Standard

Each standard table top package will be set with one 8' x 30" wide skirted table, one 7" x 44" Exhibitor ID sign with exhibit space number, and one standard 500w/5amp electrical service.

Premium

Each premium table top package will be set with one 8' x 30" wide skirted table, one 7" x 44" Exhibitor ID sign with exhibit space number, and one standard 500w/5amp electrical service.

BOOTH PACKAGE:

Includes free of charge:

Standard

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 10' x 10' 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 12, 2023

To: Exhibitor Name & Exhibit Space #
For: ISPE Boston Area Chapter Product Show

c/o Capital Convention Contractors

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 19, 2023

To: Exhibitor Name & Exhibit Space #
For: ISPE Boston Area Chapter Product Show

c/o Capital Convention Contractors

Gillette Stadium One Patriot Place

Foxborough, MA 02035

Official Show Carrier: YRC Freight 800.531.3976 or exhibit.services@yrcfreight.com

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **September 6, 2023** 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.



Gillette Stadium Foxborough, MA **September 20, 2023**

EVENT QUICK FACTS (cont.)

SHOW SCHEDULE

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

Exhibitor Set-up: Tuesday, September 19 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 20 7:00 a.m. – 9:00 a.m.

Exhibit Hours: Wednesday, September 20 10:00 a.m. – 6:00 p.m.

Exhibitor Dismantle: Wednesday, September 20 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 20, 2023 8:00 PM.

PROFESSIONAL DEVELOPMENT LANDING (CAREER FAIR) SCHEDULE

Career Fair Set-up: Wednesday, September 20 10:30 a.m. – 12:00 p.m.

Career Fair Open: Wednesday, September 20 12:00 p.m. – 4:00 p.m.



877-335-3700

WE ACCEPT.

ISPE Boston Area Chapter Product Show

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Gillette Stadium Foxborough, MA **September 20, 2023**

MactarCard

CREDIT CARD AUTHORIZATION FORM

American Express

T/TCA

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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.



Gillette Stadium Foxborough, MA **September 20, 2023**

TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: September 6, 2023

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' – 30" HIGH	\$124.30	\$154.95	
		6' X 2' – 30" HIGH	\$146.65	\$183.05	
		8' X 2' – 30" HIGH	\$158.10	\$197.10	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' – 40" HIGH	\$146.65	\$183.05	
		6' X 2' – 40" HIGH	\$169.50	\$211.10	
		8' X 2' – 40" HIGH	\$192.40	\$240.25	
TABLES-UNDRAPED		4' X 2' – 30" HIGH	\$68.65	\$85.80	
		6' X 2' – 30" HIGH	\$85.30	\$107.10	
		8' X 2' – 30" HIGH	\$96.70	\$120.10	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' – 40" HIGH	\$78.50	\$96.70	
		6' X 2' – 40" HIGH	\$89.95	\$112.85	
		8' X 2' – 40" HIGH	\$101.40	\$126.35	
TABLES-COCKTAIL FINISHED TOP		30" ROUND – 30" HIGH	\$112.85	\$140.90	
		30" ROUND – 40" HIGH	\$124.30	\$155.50	
SPANDEX COVER FOR COCKTAIL TABLE – Black, White, or Blue Only		30" ROUND – 30" or 40"	\$74.00	\$93.00	
TABLE RISERS		4' X 10" HIGH	\$79.55	\$99.85	
		6' X 10" HIGH	\$91.00	\$113.90	
TABLES-4 TH SIDE DRAPE		6' OR 8' TABLE	\$73.85	\$92.05	
		6' OR 8' COUNTER	\$73.85	\$92.05	
CUSTOM BOOTH DRAPE		8' HIGH PER LINEAR FT	\$12.50	\$16.65	
6ft, 8ft & 10ft increments		3' HIGH PER LINEAR FT	\$8.85	\$10.90	

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 FO Insurance Bulletin included in this			I have read and understand the Liability and
Company Name	Conta	ct 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**:



Gillette Stadium Foxborough, MA **September 20, 2023**

BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: September 6, 2023

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		UPHOLSTERED BAR STOOL	\$99.30	\$124.30	
		PADDED ARM CHAIR	\$78.50	\$99.30	
		PADDED SIDE CHAIR	\$61.90	\$77.50	
		FOLDING CHAIR	\$20.80	\$26.50	
ACCESSORIES		6' DISPLAY CASE W/SHELVES	\$425.90	\$533.00	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$227.25	\$286.00	
		4' X 8' DISPLAY BOARD	\$176.30	\$220.50	
		LITERATURE RACK	\$96.70	\$120.65	
		CHROME 22" x 28" SIGN HOLDER	\$78.00	\$97.50	
		BAG RACK	\$85.30	\$107.10	
		GARMENT RACK	\$85.30	\$107.10	
		TRIPOD EASEL	\$40.05	\$50.45	
		RAFFLE DRUM	\$79.55	\$100.35	
		7 GALLON WASTEBASKET	\$20.80	\$26.50	
		8' ALUMINMUM BACK POST W/BASE	\$34.30	\$43.15	
		6'-10' ADJUSTABLE CROSS BAR	\$22.90	\$28.60	

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

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

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

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- ❖ 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.

PLEASE COMPLETE THE FOLLOWING INFORMATING Insurance Bulletin included in this packet and as stated on the	TION ON EACH ORDER SHEET. I have read and understand the Liability and enclosed sheets.
Company NameC	ontact Person Booth #
Address — City/State/Z	Zip ————————————————————————————————————
Phone () Fax ()	Email address



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Chairs Upholstered Bar Stool Padded Side Chair Padded Arm Chair Folding Chair **Draped Tables** 30" High cocktail table 30" High draped table 40" High draped 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 Chrome Sign Holder Literature Racks Bag Rack

Please Note:

Tripod Easel

Raffle Drum

- 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.

Garment Rack