

SHOW FACTS

CT Apartment Association Mohegan Sun - Earth Expo Center September 18 - 19, 2025



THE CONNECTICUT APARTMENT ASSOCIATION

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

BOOTH EQUIPMENT

Each 10'x10' booth includes one 8' high back drape, two 3' high side drapes, one 6' skirted table, 2 folding chairs and one 7"x44" booth ID sign.

EXHIBIT HALL CARPET

The Exhibit Hall is NOT carpeted. Carpet may be rented for your booth, please see pg 4 of this kit.

DISCOUNT PRICES

To receive the discounted rates listed in this Exhibitor Kit, we must receive your order not later than:
Friday, September 5, 2025. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Thursday, September 18, 2025 from 1:00pm - 5:00pm
Friday, September 19, 2025 from 7:30am - 9:00am

Show Hours:

Friday, September 19, 2025 from 9:15am - 1:00pm
& 3:00pm-3:15pm Main Prize Drawing

Exhibitor Move-Out:

Friday, September 19, 2025 at 3:15pm

Important Shipping Information:

DO NOT SHIP to HOTEL GUEST

All shipments for Exhibits must be directed to the official drayer.

Shipments for booth equipment and supplies sent to hotel guest will be re-directed to Demers and incur **re-direct fees** Please see pages 10-13 for more on material handling.

**FACILITY WORK RULES ARE IN EFFECT AT THE EXPO CENTER
THESE RULES MAY IMPACT YOU AS A VENDOR
PLEASE SEE PAGE 18 FOR FURTHER INFORMATION**



ONLINE ORDERING

**Looking for an easier way to place you order?
Tired of faxing or emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com
(please specify show name and date). We will then create an
online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit
are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!
Orders placed via email or fax will be assessed this fee.**

**Last Day to receive discount pricing is Friday, September 5, 2025.
Floor prices apply after that date.
The storefront will close on Friday, September 12, 2025.
No online orders after that date.**



CREDIT CARD AUTHORIZATION

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ DATE : _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders.

Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, September 5, 2025** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers Expo Services to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com
www.demersexpo.com



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STANDARD FURNISHINGS

*** Order Online and Save the Assessed 8% Administrative Fee ***

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	198.79	247.20	
	9' x 20' Carpet	347.11	485.13	
	9' x 30' Carpet	523.24	682.04	
	9' x 40' Carpet	647.87	837.39	
Carpet Color: Gray Blue Red Black Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.60 = _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.83 = _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	127.72	147.29	
	2' x 6' x 30" high	147.29	162.74	
	2' x 8' x 30" high	162.74	186.84	
	2' x 4' x 40" high	147.29	159.65	
	2' x 6' x 40" high	172.01	195.70	
	2' x 8' x 40" high	190.55	225.57	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	78.28	82.40	
	2' x 6' x 30" high	82.40	87.55	
	2' x 8' x 30" high	98.88	101.97	
	2' x 4' x 40" high	88.58	109.18	
	2' x 6' x 40" high	99.91	119.48	
	2' x 8' x 40" high	110.21	122.57	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	71.07	86.52	
	6' x 10" Undraped	92.70	101.97	
	4' x 10" Draped	101.97	118.45	
	6' x 10" Draped	118.45		
Wood Table Riser Color: White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	94.76	106.09	
	Black Bar Stool w/ foot rest	95.79	112.27	
	Tubular folding chair	32.96	44.29	
	Upholstered bar stool	154.50	198.79	
	Padded side chair	61.80	72.10	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	10.35	13.90	
	3' high drapery Per Linear Foot	9.27	12.36	
	13'-long table skirting	95.79	121.54	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	96.82	135.96	
	Easel (Tripod Display)	73.13	82.40	
	Garment Rack	121.54	167.89	
	Panelboard	355.35	410.97	
	Pegboard	365.65	417.15	
	Stage (4' x 4' all heights up to 36")	154.50	188.49	
	Stage (4' x 4' w/ carpet & skirt)	211.15	300.76	
	Stanchion Post	82.40	104.03	
	Stanchion Belt	7.26	10.55	
	Waste Basket	20.08	31.93	
	Aluminum Rail	8.18	9.21	

- ORDER SUMMARY -

Subtotal: \$ _____
 6.35% CT Sales Tax: \$ _____
 8.00% Admin Fee: \$ _____
Total Due: \$ _____

Advance price deadline: Friday, September 5, 2025. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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ADDITIONAL BOOTH ACCESSORIES

Looking for an item you do not see? Please call our office for availability and pricing.



Tote Bag Holder



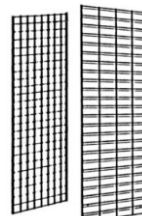
Faux Tree



Literature Rack



Gondola



Gridwall

Actual products may vary from images shown

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 61.80	=	
SILK PALM TREE		X	\$ 72.10	=	
LITERATURE RACK		X	\$ 97.85	=	
COFFEE TABLE		X	\$ 108.15	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 61.80 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 231.75	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 27.75 EA	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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AUDIO/VISUAL EQUIPMENT

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$95.48 per hour labor charge will apply.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		432.60	
42" LCD Flat Screen Monitor (tabletop)		489.25	
50" LCD Flat Screen Monitor		818.85	
Monitor Stand (fits 50" monitor only)*		154.50	
*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.		Sub-total	
		6.35% Sales Tax	
		8.00% Admin Fee	
		Total	



Order Online and Save the 8% Administrative Fee

Advance price deadline: Friday, September 5, 2025. Orders placed after deadline date will be access a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rental are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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DIGITAL GRAPHICS AND SIGNS

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Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input style="width: 80%;" type="text"/>	L	X	<input style="width: 80%;" type="text"/>	W	=	<input style="width: 80%;" type="text"/>	Square Feet
Round length and width up to nearest foot							
<input style="width: 80%;" type="text"/>	Square Feet	X	10.81 per Sq. Ft. Discount Price or 16.22 per Sq. Ft. Standard Price		=	<input style="width: 80%;" type="text"/>	Total

In order to receive discounted pricing, your order must be received by Friday, September 5, 2025

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard:

- ☐ Foam Core
- ☐ PVC Fluted
- ☐ Vinyl Banner

Upgraded: (additional 15% charge)

- ☐ Sintra
- ☐ Gator Board
- ☐ Plexi

If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT

The quick brown fox ran over the steep hill.



☐ Vertical

The quick brown fox ran over the steep hill.



☐ Horizontal

The quick brown fox ran over the steep hill.



☐ Designer to decide

SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 80%;" type="text"/>	Total x	<input style="width: 80%;" type="text"/>	6.35% Sales Tax	+	<input style="width: 80%;" type="text"/>	8.00% Admin Fee	=	<input style="width: 80%;" type="text"/>	Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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ARTWORK & FILE GUIDELINES

Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. The two overall considerations for submitting acceptable artwork includes: proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The following files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use.

When using vector based formats, include all fonts, or convert fonts to outlines or paths.

File types that **cannot** be used to reproduce high quality graphics include:

- GIF
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt)
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy (floppy disks and zip drives are not a good option for sending large graphics files).
- Files may also be posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and back-up of the files on CD-Rom/DVD, while not necessary, are requested for our convenience. Please call (860) 882.0003.
- If your artwork files are below 6 megabytes, they can be e-mailed to info@demersexpo.com.



MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storing empty packing materials, and returning outbound shipments to the loading dock.

ADVANCE SHIPPING ADDRESS Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: CTAA
c/o Demers Exposition Services, Inc.
151A Park Ave
East Hartford, CT 06108

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.

Deadline to receive advanced shipment without a late fee: Friday, September 5, 2025.

Rate: \$95.00/CWT (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.

Double Stacked Freight: All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

Overtime: See rate sheet on page 11.

Late Shipments: Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$25.00 per cwt (\$100.00 minimum applies), plus additional fees if special transportation is required.

Non-Payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$25.00 per cwt, (\$100.00 minimum applies).

Insurance Liability: By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 14.

DIRECT SHIPPING ADDRESS – TO EVENT SITE Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: CTAA
c/o Demers Exposition Services, Inc.
Mohegan Sun Earth Expo Center
Loading / Receiving Dock 1
1 Mohegan Sun Blvd
Uncasville, CT 06382

Demers will receive shipments at the event site on **September 18, 2025 only**. Arrival at any time other than on **September 18, 2025** will be assessed a redirect fee of 50% of the total drayage charges.

Rate: \$92.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.

Double Stacked Freight: All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

Overtime: See rate sheet on page 11.

Non-Payment: Shipments received without a completed material handling form and full payment on file will be charged a late payment fee of \$25.00 per cwt (\$100.00 minimum).

Direct Shipments: Direct shipments will only be received at the venue on **September 18, 2025**. Shipments received at the venue other than on **September 18, 2025** will be assessed a redirect fee of 50% of the total drayage charges.

Insurance Liability: By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 14.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.
- Exhibitors can make arrangements with the designated show carrier at the Demers Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Exhibitors may arrange with their own carrier to pick-up their shipment(s) at the close of the event (carriers must check in by 5pm on Friday, September 19, 2025).
- All non-LTL carrier outbound shipments from show site will incur a \$1.35 per pound charge for outbound handling, a minimum outbound charge of \$95.00 will apply. Exhibitors must have printed pre-paid labels (FedEx/UPS).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.
- Emptys may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT ROUND UP TO NEAREST 100 lbs	CWT Minimum Charge 2 CWT	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVER TIME CHARGES ADD 25% OT Per Occurrence	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =		x			
SHIPMENT 2			lbs. ÷ 100 =		x			
SHIPMENT 3			lbs. ÷ 100 =		x			
SHIPMENT 4			lbs. ÷ 100 =		x			
LATE SHIPMENT(s) to DES Warehouse						\$25.00 per cwt	\$100.00 Minimum Charge	\$
							6.35% Service Fee	\$
Order Online and Save the 8% Administrative Fee							8.00% Admin Fee	\$
							TOTAL ESTIMATED CHARGES	\$

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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MATERIAL HANDLING RATE SCHEDULE

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

Rate Classifications

- **Crated** - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Special Handling** - material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/ designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies such as Fed Ex, UPS or DHL, airfreight and local cartage companies, POVs and company trucks are included in this category due to their delivery procedures.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Small Packages** - A shipment of any number of pieces with a combined weight not to exceed 25lbs that is received on the same day, from the same shipped and delivered by the same carrier.
- **Double Stacked Freight** - All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

Additional Fees May Apply

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: **Shipments arriving after Friday, September 5, 2025**
- Early Shipment to the Warehouse: **Any shipment arriving prior to Monday, August 18, 2025**
- Refer to previous page regarding availability of warehouse for outbound shipments.
- Non-LTL Shipments Returned to Warehouse: Shipments returned to the warehouse at the close of the show will be charged an additional fee of \$1.35 per lb or \$95 minimum for outbound handling.
- Any freight left on the show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.

Overtime

- Overtime is Monday through Friday prior to 8:00am and after 4:30pm; all day Saturday and Sunday and holidays.
- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times at a rate of 25% per occurrence.
- The show schedule is set by show management and the venue. Your shipment is moved into or out of showsite on overtime due to scheduling beyond Demers control.



ADVANCE SHIPPING LABELS

Copy and use this label for Advance Shipping.
Late Fees Apply After Friday, September 5, 2025.

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

RUSH!

**DES
FREIGHT**

TO:

EXHIBITING COMPANY *Please write exhibiting company's name in this box*

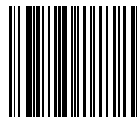
CTAA

BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

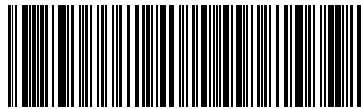
c/o Demers Exposition Services, Inc.
151A Park Ave
East Hartford, CT 06108

Carrier _____

Number _____ of _____ pieces



CTAA



Mohegan Sun Expo Center



DIRECT SHIPPING LABELS

Copy and use this label for Direct to Venue Shipping on
September 18, 2025 ONLY.

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

RUSH!

**DES
FREIGHT**

TO:

EXHIBITING COMPANY *Please write exhibiting company's name in this box*

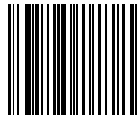
CTAA

BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

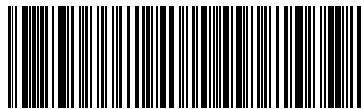
**c/o Demers Exposition Services, Inc.
Earth Expo Center
Loading/Receiving Dock 1
1 Mohegan Sun Blvd
Uncasville, CT 06382**

Carrier

Number _____ of _____ pieces



CTAA



Mohegan Sun Expo Center



LIABILITY AND INSURANCE BULLETIN

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, 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 event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever 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.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other 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.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.



USE OF THE LOADING DOCK

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

Use of the loading dock to load / unload exhibit materials is available to exhibitors during scheduled move-in / move-out hours. **ALL exhibitors MUST FOLLOW** the procedures specified on this page in order to access and use the loading dock.

MOVE IN HOURS:

Thursday, September 18, 2025: 1:00pm - 5:00pm

Friday, September 19, 2025: 7:00am - 9:00am

MOVE OUT HOURS:

Friday, September 19, 2025: 3:00pm - 5:00pm

THE DOCK IS CLOSED DURING ALL OTHER HOURS

-EXHIBITORS must proceed directly to the Bear lot, see the next page for directions. Exhibitors will then be directed to the loading dock as space becomes available.

- EXHIBITORS WILL HAVE 20 MINUTES to unload / load their vehicles without incurring a fee. Vehicles **MUST REMAIN RUNNING WITH LIGHTS ON** during this time. If you exceed the 20 minute time limit, **YOUR VEHICLE WILL BE REMOVED** from the loading dock by Demers staff.

- Use of the loading dock is for active **LOADING AND UNLOADING ONLY**. Once your vehicle is unloaded it **MUST BE MOVED** to an alternate parking location. Your vehicle may not remain parked on the loading dock while you set-up your booth. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

- ALL move-in and move-out activity **MUST** enter and exit the Expo Center through the designated Overhead Doors. You will be directed which doors to enter and exit through.

- EXHIBITORS needing assistance should visit the Demers Expo Service Desk located on the show floor. Material handling fees apply.



BEAR LOT DIRECTIONS

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

Please use these directions to access the Bear Lot.
The Bear Lot will be used as a staging (marshaling) lot for all vehicles requiring access to the loading dock.

You must first check-in at the Bear Lot before proceeding to the loading dock.

From 395:

Take Exit 9 onto 2A East. Then take Exit 6 from 2A East (this turns into Mohegan Sun Boulevard). Turn Right at the first traffic light. Then take next right into Bear Lot. (you will likely see several large trucks staged in this lot).

From 2A West:

Take Exit 2. Once off the exit ramp you will come to a Traffic Light (this is Mohegan Sun Boulevard). At this Light continue straight, crossing Mohegan Sun Boulevard. The Bear Lot entrance will be on your right. (you will likely see several large trucks staged in this lot).



Type the following code
into GOOGLE MAPS for
direction to Bear Lot:
FWMC+J3 Uncasville, Montville, CT



SPOTTING FEE

The Spotting Fee for any size vehicle or self-propelled machinery is \$375.00.



Demers staff will escort your vehicle while it is being moved on and off the show floor. Please contact Demers to schedule an appointment. Vehicles would move in ahead of exhibitors. Please provide the appropriate contact information below:

Driver Contact:

Mobile Phone:

The following conditions apply:

- Gas tank must be less than 1/4 full
- Gas cap must be locking or must be taped closed
- Keys must be surrendered to venue security
- Battery cables must be disconnected

of Vehicles

Rate

Total

X

\$375.00

=

Carpet Protection is required at carpeted venues!

Please complete the below to order:

Linear Ft

Rate

Total

X

\$6.00

=

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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**Demers
Events
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Services**

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

FACILITY LABOR REGULATIONS

**FACILITY WORK RULES ARE IN EFFECT AT THE EARTH EXPO
PLEASE READ THE FOLLOWING SUMMARY OF WHEN LABOR RULES APPLY
THESE RULES MAY IMPACT YOU AS A VENDOR:**

(1) If You Require Mechanized Equipment To Move Your Items:
(pallet or rider jack, forklift, moffett lift, bobcat)
You are required to use Union Labor to operate this equipment.

(2) If You Require Assistance To Set Your Booth:
You may have your full time employees perform the work to set your booth.
The employees used **MUST BE FULL TIME EMPLOYEES** of the Exhibiting Company.
Employment ID to verify full time employment must be produced if requested.
Assistance needed in addition to your full time employees must be ordered through
Demers Exposition Services.

Notice to Exhibitors Regarding use of Exhibitor Appointed Contractors:
Exhibitor Appointed Contractors (EAC) may supervise the work performed, but
employees of the EAC may not perform the actual work to set the booth.

**** THE EXPO CENTER DOES NOT PROVIDE CARTS FOR VENDOR USE ****
See the Demers Exhibitor Services Desk with any questions.

ADVANCED SHIPMENTS OF FREIGHT

Vendor items may be shipped in advance of the event to the Demers Expo Warehouse, or directly to the Convention Center via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers).
All direct deliveries to the Expo Center will be received only on event setup days, so please plan accordingly. Items shipped in advance will be delivered to the Vendor by Demers Expo Services.
Applicable material handling / drayage fees will apply.

FLAMEPROOFING / FIRE REGULATIONS

All booth items and decorative materials, including table coverings and tents, must be non-flammable and flame-resistant in accordance with applicable fire code standards and regulations as set forth by the office of the Mohegan Sun Fire Marshal. Specifically, all such items must meet or exceed NFPA 701 standards.
All tents must have a non-flammable tag affixed to it or the Fire Marshall will have it removed.

INSURANCE

You are advised to consult your insurance broker to determine the appropriate level of insurance coverage required for your display items and materials from the time they leave your premises until their return thereto. Demers Exposition Services, Inc., the Event Venue, and their respective officers, employees, agents, associates, successors and assigns, are not responsible for loss or damage sustained to exhibitor items or materials, whether sustained by fire, water, theft, accident or other cause, foreseeable or unforeseeable.



FACILITY LABOR REGULATIONS CON'T

CTAA, Mohegan Sun Earth Expo, September 18-19, 2025

THE FOLLOWING ARE NOT PERMITTED:

Gambling, as is defined as risking something of value for gain contingent on chance.

Any products containing THC.

Alcohol served for sale or tasting, unless purchased and served by Mohegan Sun Banquet Bartenders

Perishable food served for immediate consumption to the consumer (such as meals, tacos, sandwiches, etc)

Cooking on site in or outside the building, unless approved by the Mohegan Sun Health and Fire Department.

Fireworks including haze.

Animals (other than licensed service animals).

RULES & REGULATIONS

Food sales or tastings are prohibited unless the food show application has been received and approved by the Mohegan Tribe Health Department (MTHD) no later than 10 business days prior to the event and communication between the vendor and MTHD and may include a request for additional information.

Medically based therapy treatments (barbering, body piercing, cosmetology, hairdressing, esthetician, eyelashes, massage therapy, nails, tanning, tattooing, etc) are prohibited unless an application for temporary health and beauty license has been received and approved by the Mohegan Tribal Health Department (MTHD) no later than 10 business days prior to the event and communication between the vendor and the MTHD and may include a request for additional information.

Vehicles must have 1/4 tank of gas or less and be inspected prior to entry into the building.

Open flame & other combustibles need to be pre-approved by the Mohegan Tribal Fire Department.



LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday

OVERTIME 8:00am to 4:30pm, Saturday & Sunday

4:31pm to 11:59pm, Monday - Sunday

DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

*Two Hour Minimum per Laborer

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$95.48 \$144.28

\$143.22 \$216.42

\$190.96 \$288.56

Advance Pricing Deadline: Friday, September 5, 2025

INSTALLATION LABOR

☐

Demers Exposition Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
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Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	

If you elect Demers Supervised Labor to assemble your display, the display must have complete explicit instructions. Any booth without complete explicit instructions will either incur additional labor costs for specialty labor or not be installed.

DEMERS Supervision 30% or \$60.00 Minimum

8% Admin Fee

Total

DISMANTLE LABOR

☐

Demers Exposition Supervised Labor - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	

DEMERS Supervision 30% or \$60.00 Minimum

8% Admin Fee

Total

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$80.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Vacuuming			X	\$80.00	=		
Vacuuming			X	\$80.00	=		
Vacuuming			X	\$80.00	=		
Vacuuming			X	\$80.00	=		
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee	
						Total	

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.42	Estimated Total Cost
		L	X	W					
Vacuuming			X		=		X	\$0.42	
Vacuuming			X		=		X	\$0.42	
Vacuuming			X		=		X	\$0.42	
Vacuuming			X		=		X	\$0.42	
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee			
						Total			

Porter service per booth space @ \$80.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Porter Service			X	\$80.00	=		
Porter Service			X	\$80.00	=		
Porter Service			X	\$80.00	=		
Porter Service			X	\$80.00	=		
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee	
						Total	

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.42	Estimated Total Cost
		L	X	W					
Porter Service			X		=		X	\$0.42	
Porter Service			X		=		X	\$0.42	
Porter Service			X		=		X	\$0.42	
Porter Service			X		=		X	\$0.42	
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee			
						Total			

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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 www.demersexpo.com



**Demers
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ELECTRICAL ORDER FORM

MAIL OR FAX TO


**Demers
Events
& Expo
Services**
Demers Exposition Services

151A Park Ave., East Hartford, CT. 06108

Ph: (860) 882-0003 Fax (860) 579-3976

info@demersexpo.com

Questions? Visit www.demersexpo.com

COMPANY:		BTH #	
EVENT:	CTAA		
FACILITY:	Mohegan Sun Earth Expo		
DATES:	September 18-19, 2025		Event ID#

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60hz Cycle

QUANTITY Per Show	QUANTITY (For 24hrs Service)	ADVANCED PAYMENT PRICE	STANDARD PAYMENT PRICE	TOTAL COST
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Prices are per event, maximum three days. For longer exhibits, add \$53 per additional day per item ordered.

120 VOLT All 120 Volt Connections are supplied with NEMA 5-15R, 5-20R

1000 - 1500 WATTS (15 AMPS)			\$196.00	\$254.00	
1500 - 2000 WATTS (20 AMPS)			\$236.00	\$307.00	

208 VOLT SINGLE PHASE
 All 208 Volt Single Phase Connections are supplied with NEMA 10-30R, 6-50R, 10-50R, 14-50R, L6-20, L6-30
 One Dedicated Line for Heavy Duty Service ONLY - Multiple Connections Not Allowed)

15 AMPS			\$196.00	\$254.00	
20 AMPS			\$236.00	\$307.00	
30 AMPS			\$371.00	\$483.00	
50 AMPS			\$437.00	\$568.00	
60 AMPS			\$638.00	\$829.00	
100 AMPS			CALL	CALL	
200 AMPS			CALL	CALL	

208 VOLT THREE PHASE

All 208 Volt Three Phase Connections are supplied with Pin & Sleeve to 5 Wire RBBWG Cam-lok Connectors

60 AMPS			\$1750.00	\$1950.00	
100 AMPS			CALL	CALL	
200 AMPS			CALL	CALL	
400 AMPS			CALL	CALL	

RENTALS (Electricity not included)

20' EXTENSION CORD		\$54.00	
QUAD BOX / MULTI OUTLET STRIP		\$64.00	

LABOR

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)		\$98.28	
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holiday)		\$147.42	
Additional Show Days		\$53.00	

Subtotal Labor & Subtotal Goods

Sales Tax (All items are taxable) No labor will be Taxed 6.35%

PLACE YOUR TOTAL PAYMENT HERE

All foreign checks must be drawn on U.S. Banks Only. Demers reserves the right to correct orders figured incorrectly.

FOR ADVANCE PAYMENT PRICE
 (posted on online portal) to apply we must receive your order, payment and floor plan showing main power location and distribution points, **10 Business days prior to your show event.**
Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ONLINE ORDERING
 This show may be available online. Visit www.demersexpo.com. Click on Exhibitor Login.
Login access must be requested prior to portal login is possible by emailing info@demersexpo.com
ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Demers electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**FOR OFFICE USE ONLY**

DATE RECEIVED	
PAYMENT METHOD	
AMOUNT RECEIVED	
RECEIPTED BY:	

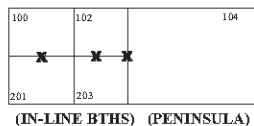
COMPANY NAME:		PHONE:		FAX:	
ADDRESS:		CITY:		ST:	ZIP:
SIGNATURE:		PRINT NAME:			Country:
EMAIL ADDRESS:				EXPIRATION DATE:	
PAID BY: CHECK AMX VISA MC				CVV:	
CARD HOLDER SIGN:			PRINT NAME:		
CREDIT CARD BILLING ADDRESS (If different from address above)					
ADDRESS:		CITY:		ST:	ZIP:

TERMS & CONDITIONS

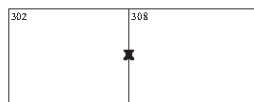
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Demers Exposition Services reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Demers Exposition Services office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 15 amps or 1500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Demers Exposition Services prior to our first move-in date, Demers Exposition Services will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Demers Exposition Services employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Demers Exposition Services is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Demers Exposition Services. It shall be removed only by Demers Exposition Services employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Demers Exposition Services.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Demers Exposition Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Demers Exposition Services is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if canceled in writing & received by Demers Exposition Services within 14 calendar days prior to show opening. Except sales tax, Demers Exposition Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Demers Exposition Services harmless for any and all losses of power beyond Demers Exposition Services control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Demers Exposition Services its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Demers Exposition Services for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

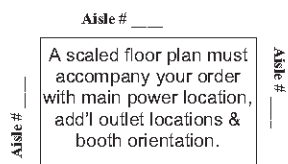
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Demers Exposition Services to bring power inside the booth on a time and material basis.



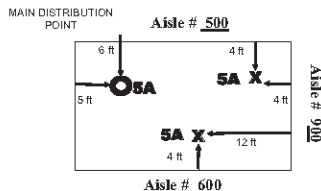
(IN-LINE BTHS) (PENINSULA)



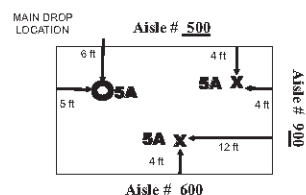
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @
WWW.DEMERSEXPO.COM OR CALL 860.882.0003