

# SHOW FACTS

## NE International Auto Show Rhode Island Convention Center January 24 - 26, 2025



NE INTL Auto Show, RI Convention Center, Jan 24-26, 2025

### BOOTH EQUIPMENT

No Booth equipment is provided. Exhibitors may place rental orders via the attached forms with no limitations.

### DISCOUNT PRICES

In order to receive the **discounted rates** listed in this manual, we must receive your order by:

**Monday, January 6, 2025 for all services except bulk carpet**

**Monday, December 23, 2024 is Deadline for bulk carpet orders**

**Order online (see page 2) and save the 8% Administrative Fee.**

### SHOW SCHEDULE:

#### Exhibitor Move-In:

Tuesday, January 21, 2025 from 8:00am - 6:00pm

Wednesday, January 22, 2025 from 8:00am - 6:00pm

Thursday, January 23, 2025 from 8:00am - 5:00pm

#### Show Hours:

Friday, January 24, 2025 from 12:00pm - 8:00pm

Saturday, January 25, 2025 from 10:00am - 8:00pm

Sunday, January 26, 2025 from 10:00am - 5:00pm

#### Exhibitor Move-Out:

Sunday, January 26, 2025 from 6:00pm - 10:00pm

Monday, January 27, 2025 from 8:00am - 3:00pm

**UNION JURISDICTION**  
**See page 13 for more information**

**For Electrical orders please follow the link below:**

<https://riconvention.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



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# 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](mailto: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.**

**Deadline to receive discount pricing on all services except bulk carpet  
is Monday, January 6, 2025.**

**Deadline to receive discount pricing on bulk carpet is Monday,  
December 23, 2024.**

**Floor prices apply after that date.**

**The storefront will close on Monday, January 13, 2025.**

**No online orders after that date.**



# CREDIT CARD AUTHORIZATION

NE INTL Auto Show, RI Convention Center, Jan 24-26, 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 **Monday, January 6, 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 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



# STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

NE INTL Auto Show, RI Convention Center, Jan 24-26, 2025

BOOTH CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	238.00	323.00	
	9' x 20' Carpet	478.00	571.00	
	9' x 30' Carpet	717.00	800.00	
	9' x 40' Carpet	958.00	1037.00	

Carpet Color: Black Gray Blue Red Emerald Green (Circle Choice)

CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.95= _____				

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	112.00	133.00	
	2' x 6' x 30" high	133.00	149.00	
	2' x 8' x 30" high	149.00	159.00	
	2' x 4' x 40" high	132.00	144.00	
	2' x 6' x 40" high	144.00	176.00	
	2' x 8' x 40" high	176.00	199.00	

UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	65.00	68.00	
	2' x 6' x 30" high	68.00	73.00	
	2' x 8' x 30" high	73.00	81.00	
	2' x 4' x 40" high	76.00	90.00	
	2' x 6' x 40" high	90.00	101.00	
	2' x 8' x 40" high	101.00	107.00	

CHAIRS			
QTY		Advance	Floor
	Upholstered arm chair	52.00	75.00
	Black Bar Stool w/ foot rest	79.00	98.00
	Tubular folding chair	25.00	33.00
	Upholstered bar stool	71.00	90.00
	Padded side chair	47.00	54.00

SPECIAL DRAPERY/SKIRTING			
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)			
QTY		Advance	Floor
	8' high drapery <small>Per Linear Foot</small>	17.00	23.00
	3' high drapery <small>Per Linear Foot</small>	15.00	21.00
	13'-long table skirting	92.00	113.00

ACCESSORIES			
QTY		Advance	Floor
	Clothes Tree	97.00	136.00
	Easel (Tripod Display)	74.00	80.00
	Garment Rack	118.00	170.00
	Panelboard	249.00	345.00
	Pegboard	280.00	378.00
	Stage (4' x 4' all heights up to 36")	144.00	200.00
	Stage (4' x 4' w/ carpet & skirt)	204.00	286.00
	Stanchion Post	80.00	106.00
	Stanchion Belt	6.50	10.50
	Waste Basket	26.00	36.00

**- ORDER SUMMARY -**

Subtotal:	\$	<input type="text"/>
7.00% Sales Tax:	\$	<input type="text"/>
8% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

Advance price deadline: **Monday, January 6, 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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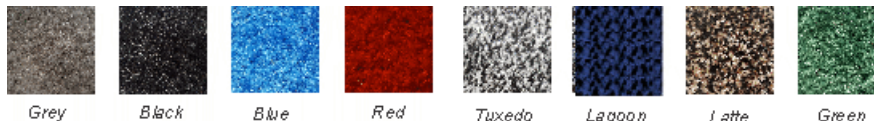
# BULK SPACE CARPET

Submit this form to rent bulk carpet from Demers. Enter the Carpet Total below on the Payment Authorization/Order Summary form. Orders received without full payment or credit card information, pg.3 will not be processed.

**Advance Order Discount Deadline: Monday, December 23, 2024**

## Bulk Space Carpet

Please Circle Color Choice below:



**Bulk Custom Cut Carpeting will be available at the following costs:**  
**\$2.03 per square foot (standard price) apply before Monday, December 23, 2024**  
**or**  
**\$3.03 per square foot (standard price) apply after Monday, December 23, 2024**  
**Demers reserves the right to substitute carpet colors for orders placed after December 23, 2024**  
**Calculation for custom bulk carpet at discount price for orders received BEFORE Monday, December 23, 2024:**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$2.03 = \$ \_\_\_\_\_

**Calculation for custom bulk carpet at standard price for orders received AFTER Monday, December 23, 2024:**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$3.03 = \$ \_\_\_\_\_

**All Bulk Carpet Orders MUST include Carpet Protection. Visqueen is \$0.25 per square foot**

\_\_\_\_\_ Length x \_\_\_\_\_ Width = \_\_\_\_\_ square feet x \$0.25 = \$ \_\_\_\_\_

### - ORDER SUMMARY -

Subtotal:	\$	
7.00% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

Cancelled orders for custom carpet will be charged 100%

**Advance price deadline: Monday, December 23, 2024.** 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.

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

E-mail:

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**NE INTL Auto Show, RI Convention Center, Jan 24-26, 2025**

# ELITE SERIES FURNITURE



SORRENTO WHITE



SORRENTO BLACK

## SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR  
HIGH BACK ALSO AVAILABLE

## SOUTH BEACH

## SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

## SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 575.00	=	
SORRENTO COUCH BLACK		X	\$ 550.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 295.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 165.00	=	
SANIBEL BISTRO TABLE		X	\$ 295.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 165.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 165.00	=	
SORRENTO CHAIR WHITE		X	\$ 300.00	=	
SORRENTO CHAIR BLACK		X	\$ 300.00	=	
SUBTOTAL				\$	
7.00% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

Advance price deadline: **Monday, January 6, 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.**

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

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**NE INTL Auto Show, RI Convention Center, Jan 24-26, 2025**

# MATERIAL HANDLING ORDER FORM

NE INTL Auto Show, RI Convention Center, Jan 24-26, 2025

Materials MUST be shipped 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, storage of empty packing materials, and return of outbound shipments to the loading dock.

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

**TO:** Name of Exhibitor & Booth Number  
**FOR:** NE INTL Auto Show  
c/o Demers Exposition Services, Inc.  
Rhode Island Convention Center  
1 Sabin Street  
Providence, RI 02903

Demers will receive shipments at the event site on **Tues. Jan 21- Thurs. Jan 23, 2025 ONLY.**  
*Arrival at any time other than 1/21-23/25 may be refused and/or redirect fees may apply.*  
Rate: **\$69.00 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 schedule page 8  
**Non-payment:** Shipments received without a material handling order form and payment will be assessed a late payment fee of \$25.00 per cwt, \$100.00 minimum.  
**DIRECT SHIPMENTS:** Direct shipment will only be accepted at the Venue on **Tues. Jan 21- Thurs. Jan 23, 2025.** Shipments received at the Venue prior to **Jan. 21, 2025** may be refused or redirected, 50% of the drayage cost will be applied as a redirect fee.  
**Insurance liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 10.

**Outbound Shipments:**

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk prior to the show close.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or “collect” charge terms.
- Exhibitors may arrange with their own carriers to pick-up their shipment(s) at the close of the event. All carriers must check in by 8am on Monday, January 27, 2025.
- Outbound shipments with no carrier arrangement for pickup will be returned to the DES warehouse and shipped by ABF Freight at the exhibitor’s expense to last known address from the inbound bill of lading.
- All shipments returned to DES warehouse will incur material handling charges of \$1.35 per pound charge for outbound handling, a minimum outbound charge of \$95.00 will apply.
- Exhibitors who used Demers Expo Services for LTL inbound material handling will not incur additional material handling charges for outbound handling picked up at the venue.
- Freight left on the show floor without a DES bill of lading will be assessed a minimum 1 hr 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
- RETURN OF EMPTY CRATES WILL TAKE APPROXIMATELY 1 HOUR AFTER THE CLOSE OF THE SHOW.

**PLEASE COMPLETE THE FOLLOWING:**

	CARRIER	# PIECES	SHIPMENT WEIGHT <small>ROUND UP TO NEAREST 100 lbs</small>	CWT <small>Minimum Charge 2 CWT</small>	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVER TIME CHARGES <small>ADD 25% OT or ADD 50% DT</small>	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =		x			
SHIPMENT 2			lbs. ÷ 100 =		x			
SHIPMENT 3			lbs. ÷ 100 =		x			
SHIPMENT 4			lbs. ÷ 100 =		x			
<b>LATE SHIPMENT(s) to DES Warehouse</b>						\$25.00 per cwt	\$100.00 Minimum Charge	\$
							6.35% Service Fee	\$
<b>Order Online and Save the 8% Administrative Fee</b>							8.00% Admin Fee	\$
							<b>TOTAL ESTIMATED CHARGES</b>	\$

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

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# MATERIAL HANDLING RATE SCHEDULE

NE INTL Auto Show, RI Convention Center, Jan 24-26, 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.
- Redirect Fee: **Shipments arriving before Tuesday, January 21, 2025.**
- Refer to previous page regarding availability of warehouse for outbound shipments.
- 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. **Double time** is from 12:00am - 7:59am, Monday through Sunday and **all 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.





# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment to  
SHOWSITE on **Tuesday, January 21, 2025 - Thursday, January 23, 2025 ONLY.**

**NE INTL Auto Show, RI Convention Center, Jan 24-26, 2025**

**R U S H !**

**DES FREIGHT**

TO:

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

**NE INTL Auto Show**

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

**c/o Demers Exposition Services, Inc.  
Rhode Island Convention Center  
1 Sabin Street  
Providence, RI 02903**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

  
NE INTL AUTO SHOW

  
RHODE ISLAND CONVENTION



# LIABILITY AND INSURANCE BULLETIN

NE INTL Auto Show, RI Convention Center, Jan 24-26, 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 material 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 the time of our actual pick-up from exhibitor's 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 shipment) 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.**



# 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 48 hours in advance of start time to avoid estimated labor charges.

## Rates: per person/per hour

<b>ADVANCE PRICE</b>	<b>SHOWSITE PRICE</b>
\$110.75	\$158.63
\$166.13	\$237.95
\$221.50	\$317.26

**Advance Pricing Deadline: Monday, January 6, 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:
---------------------	--------

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										
8.00% Admin Fee										
<b>Total</b>										

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.

## 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										
8.00% Admin Fee										
<b>Total</b>										

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

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# IN-BOOTH FORKLIFT / MATERIAL HANDLING

To determine if you need in-booth forklift and labor, please read this form carefully.  
This service cannot be used in lieu of material handling services.

In-booth forklift and material handling labor may be required to assemble displays, or when un-crating, positioning and re-skidding equipment, displays or machinery. If you require a forklift or pallet jack, a crew will be assigned consisting of a forklift or pallet jack operator.

A forklift is required for moving equipment or materials weighing 200 lbs. or more. Forklift capacity is limited to 5,000 lbs. per piece. For items exceeding 5,000 lbs., or if special rigging may be needed (as determined by DES Staff), additional fees will apply.

## IN-BOOTH FORKLIFT & LABOR

<u><b>RATE SCHEDULE</b></u>		<u><b>ADVANCE PRICE</b></u>		<u><b>SHOWSITE PRICE</b></u>	
		<i>Forklift or Pallet Jack</i>	<i>Extra Assistant</i>	<i>Forklift or Pallet Jack</i>	<i>Extra Assistant</i>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$276.00	\$176.00	\$306.00	\$206.00
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$414.00	\$264.00	\$459.00	\$309.00
	4:31pm to 11:59pm, Monday - Sunday	\$552.00	\$352.00	\$612.00	\$412.00
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	<i>Advance Pricing Deadline: Monday, January 6, 2025</i>			

- One Hour minimums apply for crews and extra assistants; thereafter, charges are assessed at 1/2 hour increments.
- Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
- Supervisor must check in at the Demers Exposition Service Desk to pick-up labor.
- Upon completion, the Supervisor must return the crew to the Demers Exposition Service Desk and approve the work order.
- Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.
- Invoice will be calculated according to actual hours worked (minimum applies).

## INSTALLATION LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				X		=		@		=	
				X		=		@		=	
Sub-Total											
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee											
<b>Total</b>											

## DISMANTLE LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				X		=		@		=	
				X		=		@		=	
<i>*When scheduling dismantle labor, allow sufficient time for empty containers to be returned</i>											
Sub-Total											
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee											
<b>Total</b>											

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

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



Demers  
Events  
& Expo  
Services

NE INTL Auto Show, RI Convention Center, Jan 24-26, 2025

# RI CONVENTION CENTER LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that Union labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

## MATERIAL HANDLING

Union regulations require that the official material handling contractor off-load all equipment and display materials for ALL trucks, including box rental trucks of any size, and all rental vans using the loading dock. The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of DES.

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be bonafide, full-time employees of the exhibiting company.
- Exhibitors may load/unload uncrated materials from a mini-van, car, station wagon or pick-up truck owned by the exhibiting company.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat carts are permitted.
- Exhibitors choosing to handle their own materials are responsible for their own storage during the show.

## EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from the Union employees. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk. Proof of full time employment status may be requested by the Union.

## NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors must use Union labor supplied by DES. Supervision by Non-Official is allowed. The following is required:

- Non-Officials must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly identified with a badge at show site.

This statement and insurance rider is not required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Official Installation and Dismantle Contractors (supervisors) will be allowed on the exhibit floor only during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

## TIPPING

DEMERS EXPOSITION SERVICES requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a DES representative at the service desk or correspondence may be directed to the attention of the General Manager at the DES office.

## SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. DES cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

