

EVENT INFORMATION

We are pleased to inform you that CorpEvents New England has been selected by The NE Material Show to serve as your Official Service Contractor.

DISCOUNT DEADLINE

All orders and payments must be received by *August 2, 2022*

A credit card on file with CorpEvents is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.870.1844, fax 508.342.7830 or email us at corpeventsne@corp-eventsne.com. You may also find answers to your questions by visiting our website Corp-eventsne.com

EVENTSCHEDULE

EXHIBITOR MOVE-IN

Tuesday, August 16th - 3:00PM - 8:00PM

EVENT DATES

Wednesday, August 17th - 9:00AM - 5:00PM

Thursday, August 18th - 9:00AM - 4:00PM

EXHIBITOR MOVE-OUT

Thursday, August 18th - 4:00PM - 7:00PM

CARRIER CHECK IN

All carriers must check in by Thursday, August 18th AT 6:00PM

BOOTH PACKAGE	Exhibit Hall Carpet
Each 10'x10' booth includes: 8'H Draped backwall 3'H Draped sidewall (1) 6' Skirted table (4) Folding chairs (1) Wastebasket (1) Exhibitor ID Sign Show Colors: Black & Silver	Exhibit hall is NOT carpeted

EXHIBITOR ORDERING

How to order:

- Online ordering: Orders may be placed at our online store: corpevents.boomerecommerce.com
- Email your order forms to: corpeventsne@corp-eventsne.com
- Fax your order forms to 508.342.7830

SHIPPING INFORMATION

ADVANCE RECEIVING AT THE WAREHOUSE

CorpEvents will accept crated, boxed or skidded materials between: July 12 - August 9, 2022

Advance Shipping Address	The NE Material Show 2022 COMPANY NAME/BOOTH # YRC FREIGHT C/O CORP EVENTS NE 95 CONCORD STREET READING, MA 01864
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DIRECT SHIPMENTS TO EXHIBIT FACILITY

CorpEvents will receive shipments at the exhibit facility on August 16, 2022. Shipments sent directly to the facility earlier than move-in day will be refused.

For additional information, please refer to the "Material Handling Information/Rate Schedule" form within the Exhibitor Services Manual.

Direct Shipping Address	The NE Material Show 2022 COMPANY NAME / BOOTH # c/o CORP EVENTS NE JOHN B. HYNES CONVENTION CENTER 900 BOYLSTON STREET BOSTON, MA 02215
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SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. CorpEvents cannot be responsible for injuries from falls caused by the improper use of this furniture.

For services, other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **All orders and payments must be received by August 2, 2022**

A credit card on file with CorpEvents is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.870.1844 or fax 508.342.7830. You may also find answers to your questions by visiting our website at corp-eventsne.com.

FURNITURE AND ACCESSORIES

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY August 2, 2022
 STANDARD RATES APPLY TO LATE ORDERS.

QTY	Description	Discount Rate	Standard Rate	Total
<u>TABLES - UNSKIRTED 30" HIGH</u>				
	Table - Unskirted 2' x 4'	\$71.00	\$92.00	
	Table - Unskirted 2' x 6'	\$86.50	\$112.25	
	Table - Unskirted 2' x 8'	\$102.00	\$135.75	
	Table - Finished 30"D x 30"H Round	\$168.00	\$218.50	
	Table - Finished 30"D x 40"H Round	\$168.00	\$218.50	
<u>TABLES - SKIRTED TABLES 30" HIGH</u>				
	Table - Skirted - 2' x 4'	\$155.75	\$202.50	
	Table - Skirted - 2' x 6'	\$188.00	\$244.50	
	Table - Skirted - 2' x 8'	\$225.75	\$293.50	
<u>TABLES - SKIRTED TABLES 40" HIGH</u>				
	Table - Skirted 40" High - 2' x 4'	\$184.75	\$240.25	
	Table - Skirted 40" High - 2' x 6'	\$222.75	\$289.50	
	Table - Skirted 40" High - 2' x 8'	\$267.00	\$347.25	
circle a skirt color: black – blue – gold – green - navy blue – red – silver – white				
<u>TABLES – ACCESSORIES</u>				
	4th Side Table Skirt	\$84.00	\$109.00	
	40" Extension Leg Set	\$42.00	\$54.50	
	White Vinyl Covering	\$3.25	\$4.25	
<u>DRAPERY</u>				
	8' High Drape	\$14.00	\$17.50	
	3' High Drape	\$11.50	\$14.25	
	8' High Upright Pipe with Base	\$26.25	\$34.00	
	Top Arms	\$26.25	\$34.00	
circle a drape color: black – blue – gold – green - navy blue – red – silver – white				
<u>RISERS – TABLE TOP RISERS VINYL TOP - SKIRT 3 SIDES</u>				
	Table Top Riser - Skirted - One Step - 10" x 4'	\$84.00	\$109.00	
	Table Top Riser - Skirted - One Step - 10" x 6'	\$104.50	\$136.00	
	Table Top Riser - Skirted - Two Step - 20" x 4'	\$125.50	\$163.00	
	Table Top Riser - Skirted - Two Step - 20" x 6'	\$146.50	\$190.25	
circle skirt color: blue – red – white				
<u>CHAIRS</u>				
	Folding Chair	\$31.50	\$40.75	
	Upholstered Arm Chair	\$115.00	\$149.50	
	Upholstered Side Chair	\$100.50	\$130.50	
	Upholstered Stool with Back	\$143.75	\$187.00	

CorpEvents New England

205 Flanders Rd
 Westborough, MA 01581
 Phone 508.870.1844 Fax 508.342.7830
<https://corp-eventsne.com>
corpeventsne@corp-eventsne.com

The NE Material Show
August 17-18, 2022
John B. Hynes Convention Center
Boston, MA

FURNITURE AND ACCESSORIES (continued)

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY August 2, 2022
 STANDARD RATES APPLY TO LATE ORDERS.

QTY	Description	Discount Rate	Standard Rate	Total
<u>BOOTH ACCESSORIES</u>				
	Wastebasket (7 Gallon)	\$30.50	\$39.50	
	Tripod Display Easel(s)	\$62.75	\$81.50	
	22" x 28" Chrome Sign Holder	\$120.75	\$157.00	
	8.5" x 11" Black Sign Holder	\$102.00	\$132.50	
	4' x 8' Posterboard Double Sided	\$355.50	\$452.00	
	Chrome Stanchion Post	\$63.00	\$82.00	
	Velour Cord 8' Length	\$63.00	\$82.00	
	Bag Rack	\$104.50	\$133.00	
	Garment Rack	\$115.00	\$146.50	
	Spiral Garment Rack	\$95.00	\$123.50	
	Waterfall Garment Rack	\$161.50	\$209.95	
	Literature Rack	\$177.75	\$226.00	
	LED Lamp with clamp	\$100.00	\$131.00	
<u>CARPET AND PADDING</u>				
	Carpet 9' x 10'	\$246.00	\$321.00	
	Carpet 9' x 20'	\$493.25	\$641.25	
	Carpet 9' x 30'	\$740.00	\$962.00	
	Carpet 9' x 40'	\$986.50	\$1282.50	
	Custom Cut and Lay Carpet	\$5.75 sqft	\$7.50 sqft	
	Carpet Padding	\$2.50 sqft	\$3.00 sqft	
	Carpet Front Rug Taping	\$2.00 Inft	\$2.50 Inft	

Circle Carpet Color: Black – Blue – Blue Jay -- Gray – Tuxedo

Order Total

Sub Total

6.25% Sales Tax

Total Due

Booth #

Company Name

Phone

Authorized By

Signature

CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 50% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before August 2, 2022. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of Corporate Events New England.

PORTER SERVICE

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders.

Description		Discount Hourly Rate	Standard Hourly Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday.	\$165.00	\$208.00
Overtime	4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday.	\$225.00	\$286.00
Double Time	All day Sunday and Union Holidays.	\$310.00	\$396.50

Porter Service Information

- Porter service is provided on a first-come, first serve basis for non-skidded items unloaded from and loaded into non-commercial vehicles.
- Porter service is for loose items only, *no machinery*.
- Porters are not available to assist with booth set-up or booth tear down, please order labor separately.
- Starting time guaranteed only at the start of the working day, 8:00 AM.
- One-hour minimum charge per man if not canceled with 24-hour notice.
- One-hour minimum charge per laborer for failure to check-in at specified time.
- For additional questions, please call us at 508.870.1844 or email us at corpeventsne@corpeventsne.com

ONE-HOUR MINIMUM CHARGE PER PORTER. PORTER SERVICE AFTER THE FIRST HOUR IS CHARGED IN HALF-HOUR INCREMENTS.

STANDARD RATES APPLY TO ORDERS RECEIVED AFTER August 2, 2022.

Date	Start Time	# of Labor	Estimate Hours	Total Hours	Hourly Rate	Total
		x	=	@	\$	= \$
		x	=	@	\$	= \$

Describe Any Special Requirements

	Order Total
Sub Total	
Tax	N/A
Estimated Total	

Booth #	
Company Name	Phone
Authorized By	Signature

CANCELLATION POLICY: One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before August 2, 2022.

CorpEvents New England

205 Flanders Rd

Westborough, MA 01581

Phone 508.870.1844 Fax 508.42.7830

<https://corp-eventsne.com>

corpeventsne@corp-eventsne.com

The NE Material Show

August 17-18, 2022

John B. Hynes Convention Center

Boston, MA

ADVANCE- MATERIAL HANDLING RATE SCHEDULE

CRATED/SKIDDED	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING	Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures.
LATE DELIVERY	Shipments received at the advance warehouse after August 9, 2022 will be charged an additional 30%. Deliveries made to the warehouse after exhibitor move-in has started will be billed an additional charge for delivery to show site.
RETURN TO WAREHOUSE	Shipments returned to CorpEvents warehouse at close of show for reforwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$125.00
OVERTIME (OT)	Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.

ADVANCE SHIPMENTS TO WAREHOUSE	ADVANCE SHIPMENTS TO WAREHOUSE
<p>Shipments may arrive between:</p> <p>July 12 - August 9, 2022</p>	<p>The NE Material Show 2022 COMPANY NAME/BOOTH # YRC FREIGHT C/O CORP EVENTS NE 95 CONCORD STREET READING, MA 01864</p>

Advance shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

200 lbs. min per shipment	ADVANCE SHIPMENTS CRATED/SKIDDED		ADVANCE SHIPMENTS SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$150.00	\$300.00	\$195.00	\$390.00
ST/OT	\$195.00	\$390.00	\$240.00	\$480.00
OT/OT	\$240.00	\$480.00	\$285.00	\$570.00

SMALL SHIPMENTS	(Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.
Small Shipment Flat Rate	\$144.00

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: Advance WH

200 lbs. minimum per shipment

We are shipping _____ lbs. @ \$_____ per 100 lbs

	Order Total
Sub Total	= _____
Late Arrival Surcharge add 30%	= _____
Estimate Total	= _____

Booth #	
Company Name	Phone
Authorized By	Signature

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

DIRECT - MATERIAL HANDLING RATE SCHEDULE

CRATED/SKIDDED	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING	Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures.
RETURN TO WAREHOUSE	Shipments returned to CorpEvents warehouse at close of show for reforwarding or storage will be charged an \$100.00 \$125.00 per 100 lbs with a minimum of \$125.00
OVERTIME (OT)	Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.

DIRECT SHIPMENTS TO SHOW SITE:

DIRECT SHIPMENTS TO SHOW SITE

Shipments may only arrive only on:
August 16, 2022

The NE Materials Show 2022
 COMPANY NAME / BOOTH #
 c/o CORP EVENTS NE
 JOHN B. HYNES CONVENTION CENTER
 900 BOYLSTON STREET
 BOSTON, MA 02115

Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

200 lbs. min per shipment	DIRECT SHIPMENTS CRATED/SKIDDED		DIRECT SHIPMENTS SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$144.00	\$288.00	\$187.20	\$374.40
ST/OT	\$187.20	\$374.40	\$230.40	\$460.80
OT/OT	\$230.40	\$460.80	\$273.60	\$547.20

SMALL SHIPMENTS (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

Small Shipment Flat Rate \$144.00

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: Show Site
 200 lbs. minimum per shipment
 We are shipping _____ lbs. @ \$_____ per 100 lbs

	Order Total
Sub Total	=
Late Arrival Surcharge add 30%	=
Estimate Total	=

Booth #	
Company Name	Phone
Authorized By	Signature

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

MATERIAL HANDLING ORDER FORM

Complete this order form and return promptly to Corporate Events New England. All shipments must be prepaid and should be shipped to arrive at our warehouse no later than one week prior to the initial installation date to avoid late delivery charges. Late shipments are subject to additional handling and delivery charges. Direct shipments sent to show site prior to exhibitor set up will be refused.

ALL MATERIAL HANDLING CHARGES MUST BE PREPAID PRIOR TO SHOW OPENING

Collect Shipments will not be accepted.

INBOUND SHIPMENTS

We will be shipping to advance warehouse

We will be shipping direct to the Event Facility
(must arrive only on the official exhibitor move in day)

Shipped From

Date Shipped

Carrier

PRO#/Tracking#

(Fedex, UPS & DHL: additional charges apply)

Arrival Date

Shipment Description

of pieces

Est. Total Weight

All orders are subject to the Liability and Insurance Bulletin and the Terms and Conditions as set forth on page 2 of the Material Handling Information/Rate Schedule.

OUTBOUND SHIPMENTS – AFTER THE SHOW

All freight will be shipped third party, prepaid at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier MUST BE picked up at break of show during the specified times

Check appropriate arrangement

Will not ship out at the end of the show.

Freight arrangements will be handled by exhibitor

Van Line

Air Freight

Other

Freight arrangements will be handled by house carrier. *(Fill in below. Freight charges will be added to your invoice.)*

Shipped To *(consignee)*

Attention/Phone

Address

PRO/Tracking #

City

State

Zip Code

of Pieces

Type

Estimate Weight

		Qty	Rate	Total
Packing Materials	Steel banding (\$50.00 MINIMUM)		\$1.10	
	Skids to shrink wrap		\$25.25	

Company Name

Booth #

IMPORTANT: Whether you are shipping common carrier or other means, you must complete a Bill of Lading and return it to Corporate Events New England. Also, please have all freight properly secured and labeled.

MATERIAL HANDLING INFORMATION

LIABILITIES: The terms and conditions of Corporate Events new England Liability and Insurance Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

Shipments arriving without advance written order will automatically be handled and charged as described herein and the consignment or delivery of a shipment to Corporate Events New England by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

END OF SHOW Outbound material handling agreement must be filled out and returned to the Exhibitor Service Desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If designated carrier fails to arrive at show site during the required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

ABANDONED EXHIBIT MATERIALS AT CLOSE OF SHOW left without reforwarding instructions will be shipped out or returned to our warehouse at the discretion of Corporate Events New England. Exhibitors whose freight is returned to the warehouse will be contacted by Corporate Events New England. **NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.**

LIABILITY AND INSURANCE BULLETIN

- Corporate Events New England shall not be responsible for damage to uncrated materials improperly packed or concealed damage.
- Corporate Events New England shall not be responsible for loss, theft or disappearance of exhibitor's material after same have been delivered to the exhibitor's booth.
- Corporate Events New England shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Corporate Events New England by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- Corporate Events New England shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- Corporate Events New England is not a motor carrier or broker and does not perform transportation or brokerage services. With respect to any request for transportation by the exhibitor, Corporate Events New England will refer exhibitor's request to a transportation broker, who will arrange for the transportation of exhibitor's booth via duly registered motor carriers. Corporate Events New England is not a party to any bills of lading issued by motor carriers to exhibitor for the transportation of exhibitor's booth or goods, and the terms of any bills of lading shall be determined as between the motor carrier and exhibitor. Under no circumstances will Corporate Events New England have any liability for loss, damage, or delay to any shipment caused by or resulting from the transportation services of a motor carrier.

DAMAGE TO SHIPMENTS: Corporate Events New England liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Corporate Events New England's maximum liability shall be limited to \$0.30 per pound, maximum \$50.00 per claim. Corporate Events New England 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 or impractical to exhibit same.

INSURANCE

It is understood that Corporate Events New England is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time that they leave their firm until they are returned after the close of the Show. The consignment or delivery of a shipment to Corporate Events New England by an exhibitor, or by any 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.

Frequently Asked Questions

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

We will accept freight beginning 30 days prior to show move-in.

To ensure timely arrival of your materials for the show, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.

The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.

The warehouse will accept crates, cartons, skids, trunks/cases and carpets.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.

Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE?

Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific exhibitor move-in dates and times.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.

Certified weight tickets must accompany all shipments.

Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.

To ensure that your freight does not arrive collect, mark your bill of lading prepaid.

Prepaid designates that the transportation charges will be paid by the exhibitor or a third party

HOW SHOULD I LABEL MY FREIGHT?

The label should contain the exhibiting company name, Booth # and the name of the event.

The specific shipping address is located on the Material Handling Information page.

We have also included in your service manual labels for you to copy and attach to pieces as needed.

Try to label every piece that is skidded with at least your name and Booth #.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "STORAGE" labels at the Corporate Events New England Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. Corporate Events New England will not be responsible or liable for any loss, damage, theft or disappearance of exhibitor's material after it has been delivered to the booth. We recommend that you hire security services from the facility or Show Management

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the Corporate Events New England Service Desk.)

After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Corporate Events New England Service Desk. DO NOT leave the bill of lading in your booth.

Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific dates and times. In the event that your selected carrier fails to show on final move-out day your shipment will be rerouted through the house carrier.

DO I NEED INSURANCE?

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing policies.

CorpEvents New England

R U S H

DO NOT DELAY

Must Arrive Between
July 12 - August 9, 2022

To: _____
(Exhibitor Name)

YRC Freight c/o CorpsEvents NE
95 Concord St.
Reading, MA 01864

ADVANCE WAREHOUSE
The NE Material Show 2022

BOOTH NUMBER: _____ No. _____ of _____ Pcs.

Carrier: _____

CorpEvents New England

R U S H

DO NOT DELAY

Must Arrive Between
July 12 - August 9, 2022

To: _____
(Exhibitor Name)

YRC Freight c/o CorpsEvents NE
95 Concord St.
Reading, MA 01864

ADVANCE WAREHOUSE
The NE Material Show 2022

BOOTH NUMBER: _____ No. _____ of _____ Pcs.

Carrier: _____

CorpEvents New England

R U S H

DO NOT DELAY

**Must Not Arrive Before
August 16, 2022**

To: _____
(Exhibitor Name)

**John B. Hynes Convention Center
900 Boylston Street
Boston, MA 02215**

S H O W S I T E

The NE Material Show

BOOTH NUMBER: _____ No. _____ of _____ Pcs.

Carrier: _____

CorpEvents New England

R U S H

DO NOT DELAY

**Must Not Arrive Before
August 16, 2022**

To: _____
(Exhibitor Name)

**John B. Hynes Convention Center
900 Boylston Street
Boston, MA 02215**

S H O W S I T E

The NE Material Show

BOOTH NUMBER: _____ No. _____ of _____ Pcs.

Carrier: _____

Banner Stands, Backwalls, and Booths

ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY August 2, 2022
 30% APPLIES TO RUSH ORDERS. LATE ORDERS CAN NOT BE GUARANTEED.

Booth #

Company

Phone

Authorized

Signature

QTY	Description	Standard Price	Total
<u>TABLE THROWS</u>			
_____	V-Throw (6' Table Drape)	\$375.00	_____
<u>BANNER STANDS</u>			
_____	33" Pronto Banner Stand	\$515.00	_____
_____	33" V-Stand Banner Stand	\$315.00	_____
<u>BACKWALLS AND BOOTHS</u>			
_____	10' Burst Pop-Up Booth	\$1,950.00	_____
_____	10' NEXT Back Lit SEG Pop-Up Booth	\$3,630.00	_____
_____	Contact us for additional options for customizing your booth.		_____
<input type="checkbox"/>	Installation required.	n/c	_____
<u>MISC.</u>			
_____	Design Time	\$100/hour	_____ Adv. Only

**IF SUPPLIED ARTWORK IS NOT IN USABLE FORMAT OR ADJUSTMENT TO ARTWORK ARE REQUIRED, 1 HOUR OF DESIGN TIME WILL BE APPLIED TO ORDER.*

Additional Info:

	Order Total
Sub Total	_____
Rush Order 30%	_____
6.25% Tax	_____
Total Due	_____

CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 50% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before August 2, 2022. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of Corporate Events New England

MODULAR RENTAL EXHIBIT

Advance Orders only. Order Deadline August 2, 2022

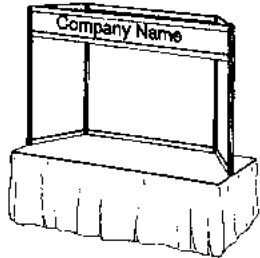
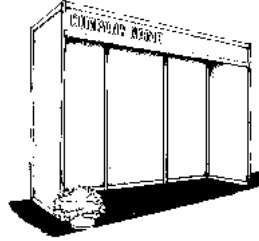


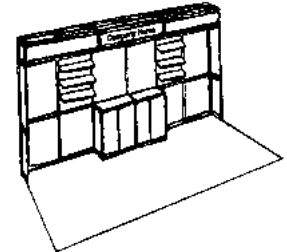
Table Top - \$675.00

- Custom Graphic Header
- 6' Skirted Table
- Choice of Back wall Material



10' Backwall Exhibit - \$1650.00

- Custom Graphic Header
- Choice of Back wall Material
- 3 – 39" shelves
- 9'x10' carpet



20' Backwall Exhibit - \$2900.00

- Custom Graphic Header
- Choice of Back wall Material
- 6 – 39" shelves
- 9'x20' carpet

All exhibits include install and dismantle labor. Lighting and electricity are not included.

Choose Your Back Wall Material

- Blue Velcro White Hardwall Black Hardwall Pegboard

Choose Your Carpet Color

- Blue Red Green Teal Tuxedo
 Grey Plum Violet

Header Options

Choose your letter color

- Blue Red Green Yellow Font Type
 Silver Purple

(Helvetica will be used if left blank)

Indicate your header copy

Additional Options

- 39" Shelves _____ \$21 each Table Top Light Fixture \$100 10' Exhibit Light Fixture \$100 20' Exhibit Light Fixture \$200
 Display Counters (39"x40"x18") _____ \$250 each 10' Exhibit - Carpet Padding \$100 20' Exhibit - Carpet Padding \$200

Order Total		
	+	=
Sub Total	6.25%	Total

Booth # _____

Company Name _____

Phone _____

Authorized By _____

Signature _____

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CorpEvents New England

205 Flanders Rd
 Westborough, MA 01581
 Phone 508.870.1844 Fax 508.342.7830
<https://corp-eventsne.com>
corpeventsne@corp-eventsne.com

The NE Material Show
August 17-18, 2022
John B. Hynes Convention Center
Boston, MA

GRAPHICS

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders. Standard Sizes

QTY	DESCRIPTION	DISCOUNT	STANDARD	TOTAL
_____	7" x 11"	\$28.60	\$42.90	_____
_____	7" x 44"	\$33.70	\$50.55	_____
_____	9" x 44"	\$36.75	\$55.13	_____
_____	11" x 14"	\$38.80	\$58.20	_____
_____	14" x 44"	\$42.85	\$58.20	_____
_____	22" x 28"	\$66.30	\$99.45	_____
_____	28" x 44"	\$86.70	\$130.05	_____
_____	24" x 36"	\$88.75	\$133.13	_____
_____	36" x 48"	\$95.90	\$143.85	_____
_____	Cardboard Easels	\$6.15 each	\$9.23	_____
_____	Step Stakes	\$6.00 each	\$9.00	_____
_____	Directional Arrow	\$4.35 each	\$6.53	_____
_____	Logo*	\$51.00	\$76.50	_____

One time set-up fee applies if logo is not in usable format

*Logo must be provided by exhibitor

Order Total	
Sub Total	_____
6.25% Tax	_____
Total Due	_____

SIGN COPY

OPTIONS

Substrate
 Coroplast Foamcore

Text Color
 Red Green Blue Yellow Silver Black
 Use CorpEvents NE judgment to choose color

Orientation
 Horizontal Vertical

ANY ORDERS RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO SHOW DATE CANNOT BE GUARANTEED.
 PLEASE CALL FOR DETAILS: 508.366.8595

Booth #

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Phone

Authorized By

Signature

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ARTWORK GUIDELINES

For accuracy, quality and efficiency of time, please prepare art files as specified below.

File formats:

PDF JPG AI EPS TIFF PSD

Please ensure all fonts are converted to outlines, images embedded, and files flattened before exporting artwork.

ARTWORK SIZE

All artwork must be submitted with a minimum 100dpi at 1:1 (100%), with no bleeds and no crop marks.

COLOR

CYMK (If files are submitted in any other color mode, i.e. RGB, we will not be responsible for the final printed color, or the cost to reprint.

We can attempt to match PMS colors upon request, please include those in instructions. Keep in mind that digital printing cannot always match PMS spot colors exactly. (When a PMS match is required, please make sure to send your files as an Illustrator .pdf (see above) as we will be unable to alter flattened Photoshop files.)

We do not accept artwork/logos/graphics submitted in Microsoft Word, Excel, Works, Quark or Corel.

SENDING ARTWORK

Please label all files with your event name followed by your booth number. (EVENTNAME_BOOTHNUMBER.PDF)

For graphics less than 10mb, email directly to corpeventsne@corp-eventsne.com. For larger files we can provide you with an ftp site to upload your files to. We can also recommend third party solutions for transferring us your artwork.

OUR EXPERIENCED TEAM IS ALWAYS HERE TO HELP, IF YOU HAVE ANY QUESTIONS
CALL US AT 508.870.1844 OR EMAIL US AT CORPEVENTSNE@CORPEVENTSNE.COM

Grid Walls and Accessories

Grid wall has become one of the industry's most popular and versatile ways to utilize both the wall mounted application and the free-standing display. It is a lightweight, durable fixture, constructed of 1/4-inch-thick wire spaced 3 inches on center.

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2' X 8' CHROME GRID SECTIONS

GRID CONNECTORS INCLUDED WITH EACH ATTACHED SECTION.
 PLEASE INCLUDE TOTAL NUMBER OF CONNECTORS NEEDED

QTY	DESCRIPTION	Discount Rate	Standard Rate	TOTAL
	Chrome Grid Sections	\$55.25 ea.	\$60.25ea.	
	Grid Connectors 3 per 2 sections	No Charge	No Charge	n/c
	T-Base legs	\$41.50/set	\$45.75/set	
	Square 12" Face Out	\$9.50 ea.	\$10.50 ea.	
	Waterfall Ball Hooks	\$9.50 ea.	\$10.50 ea.	

Order Total

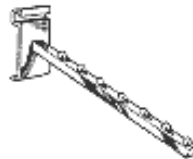
Sub Total

6.25% Tax

Total Due



T-BASE LEG SET OF TWO



WATERFALL BALL HOOK



SQUARE 12" FACE OUT

Booth #

Company Name

Phone

Authorized By

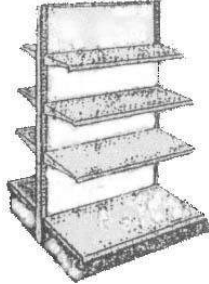
Signature

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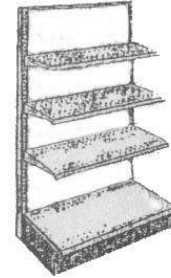
Gondolas

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders.



Island Double Sided Gondola

- 4' Wide x 6' High Backwall
- 18"-20" Deep Base
- Color: Beige



Wall Unit Gondola

- 4' Wide x 6' High Backwall
- 18"-20" Deep Base
- Color: Beige

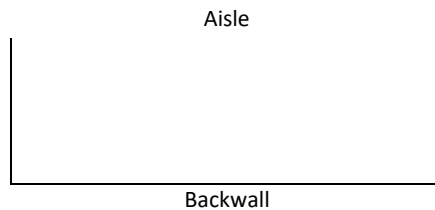
QTY	Description	Discount Rate	Standard Rate	Total
	Island Double Sided Gondola	\$455.00	\$500.50	
	Wall Unit Gondola	\$253.50	\$279.00	
	Gondola Shelves	\$19.50	\$21.50	
	Gondola Hooks – 6"	N/C	N/C	
	Gondola Hooks – 8"	N/C	N/C	

Additional Information

Connect Units? Yes No

Gondola Placement

Please markup up the booth diagram with your Gondola Layout. Use an "X" to indicate Gondola placement.



	Order Total
Sub Total	
6.25% Tax	
Total Due	

Booth #

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Phone

Authorized By

Signature

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SHOW CASES

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
	White laminate counter top, lights included.	\$455.00	\$500.50	_____
40" L x 21" D x 42"				
	White laminate counter top, 1 glass shelf, Sliding doors in rear, Lights included.	\$682.50	\$750.75	_____
80" L x 21" D x 42"				
	White laminate counter top, Sliding doors in rear, 2 glass shelves.	\$552.50	\$607.75	_____
80" L x 21" D x 42"				
	White laminate counter top, 3 full length glass shelves, Lights included.	\$2535.00	\$2788.50	_____
96" L x 21" D x 96"				

Electrical service is not included. Locks are available upon request.

	Order Total
Sub Total	_____
6.25% Tax	_____
Total Due	_____

Booth # _____






Company Name _____ **Phone** _____

Authorized By _____ **Signature** _____

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Counters

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
	Standard One (1) Meter Counter 39" W x 19" D x 40" H	\$331.50	\$365.00	_____
	Standard Counter Curved 39" Radius x 19" D x 40" H	\$468.00	\$515.00	_____
	Standard Two (2) Meter Counter 78" W x 19" D x 40" H	\$468.00	\$515.00	_____
	Three Sided Counter Each face is 39" W 19" D x 40" H	\$552.50	\$607.75	_____
	Shelf Unit 39" W x 19" D x 80" H	1007.50	1108.25	_____

Custom graphics and locks are available upon request. Please contact us for additional information:

Email - corpeventsne@corpeventsne.com

Phone – 508.366.895

	Order Total
Sub Total	_____
6.25% Tax	_____
Total Due	_____

Booth # _____

Company Name _____ **Phone** _____

Authorized By _____ **Signature** _____

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SHOW CASES

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
 21" L x 21" D x 78" H	White laminate counter top, 2 glass shelves.	\$539.50	\$593.50	_____
 40" L x 21" D x 78"	White laminate counter top 2 glass shelves, Lights included.	\$617.50	\$679.25	_____
 108" L x 15" D x 72"	White laminate counter top, 7 glass shelves.	\$2080.00	\$2288.00	_____

Electrical service is not included. Locks are available upon request.

	Order Total
Sub total	_____
6.25%	_____
Total Due	_____

Booth #	_____
Company Name	Phone
Authorized By	Signature

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NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed below.

Booth #	
Exhibiting Company Name	Phone
Authorized By	Contact At Show
Contractor's Phone	Non-Official Contractor
Contractor's Address	
Type of Service to be performed:	

The "Non-Official" Service Contractor MUST send a copy of the required Insurance Certificate, with a minimum \$1,000,000 liability coverage, no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event.

Send form to:
CorpEvents New England
 205 Flanders Rd
 Westborough, MA 01581

Due : August 2, 2022
 Fax 508.870.1844
 corp-eventsne.com
 corpeventsne@corp-eventsne.com

BOOTH LABOR

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders.

Description	Discount Rate	Standard Rate
Straight Time 8:00 AM to 4:30 PM Monday through Friday.	\$165.00	\$208.00
Overtime 4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday.	\$225.00	\$286.00
Double Time All day Sunday and Union Holidays.	\$310.00	\$396.50

One-hour minimum charge per laborer. Labor after the first hour is charged in half hour increments.

Starting times guaranteed only at the start of the working day.

Date	Start Time	# of Labor	Estimate Hours	Total Hours	Hourly Rate	Estimated Total
		x	=	@	\$	= \$
		x	=	@	\$	= \$

Supervision of all labor is required. Please indicate supervision plan:

Plan A - Exhibitor Supervision

All work is performed under the supervision of the Exhibitor. The exhibitor representative must check-in at the Corporate Events New England service desk to pick-up labor ordered and must CHECK OUT labor at the Corporate Events New England service desk upon completion of the work. Corporate Events New England is not allowed to proceed without exhibitor representative.

Company Name

Contact Name

Phone

Plan B - Corporate Events New England Installation and Dismantle Supervision without exhibitor present.

All work is done under the direction of Corporate Events New England personnel.
 Our charge for this service is 30% of your total labor bill, or a minimum \$45.00 on installation and \$45.00 on dismantle.

Corporate Events New England is authorized to set-up exhibit. **Corporate Events New England is authorized to dismantle exhibit.** *Note: In order to complete the work without your representative present, we must have set-up instructions. We must also have an outbound bill of lading provided and/or turned into the Corporate Events New England Exhibitor Service Desk*

Contact Name

Phone

Describe any special requirements.

	Order Total
Sub Total	
GSC Supervision (30% \$45.00 min)	
Tax	N/A
Estimated Total	

Booth #

Company Name

Phone

Authorized By

Signature

CANCELLATION POLICY: One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before August 2, 2022.

FORKLIFT

Orders must be received with full payment by August 2, 2022. Standard Rates apply to late orders.

Description	Discount Rate	Standard Rate
Straight Time 8:00 AM to 4:30 PM Monday through Friday.	\$204.75	\$266.18
Overtime 4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays.	\$307.13	\$399.26

ONE-HOUR MINIMUM CHARGE PER FORKLIFT. AFTER THE FIRST HOUR, FORKLIFTS ARE CHARGED IN HALF HOUR INCREMENTS.
TWO HOUR MINIMUM CHARGE FOR FORKLIFTS ORDERED FOR BOOTH LABOR INSTALL AND DISMANTLE.
STARTING TIMES GUARANTEED ONLY AT THE START OF THE WORKING DAY.

Forklift - Install

Date	Start Time	# of Forklifts	Approx. Hours Per Lift	Total Hours	Hourly Rate	Total
		x	=	@	\$	= \$
		x	=	@	\$	= \$

Describe work to be performed.

Estimated Total =

Forklift - Dismantle

Date	Start Time	# of Forklifts	Approx. Hours Per Lift	Total Hours	Hourly Rate	Total
		x	=	@	\$	= \$
		x	=	@	\$	= \$

Describe work to be performed.

Estimated Total =

Contact Name

Phone

The exhibitor representative must check-in at the CorpEvents New England service desk to pick-up labor ordered and must CHECK OUT labor at the CorpEvents New England service desk upon completion of the work.

Booth #

Company Name

Phone

Authorized By

Signature

CANCELLATION POLICY: One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before August 2, 2022