Welcome to Eastern Winery Exposition (EWE), specifically for the eastern wine industry. This is your show, designed specifically with you in mind. This is a buying show intended for and attended by vineyard and winery owners/managers in the eastern wine market. Quality Event Management has appointed Capital Convention Contractors, Inc. as the Official General Contractor for EWE 2018.

For your convenience, please see below the Official EWE Exhibitor Service Manual. It is a great resource; detailing every aspect of your booth package and show participation.

Please review the contents of this packet thoroughly as some of the forms are time sensitive and require your immediate attention. Placing your orders in advance is a logical way to save time & money. We highly encourage it.

Please see page 3 for hotel reservation information if you haven’t already reserved a room and page 10 for exhibitor registration if you haven’t registered your booth personnel.

Quality Event Management endeavors to make every aspect of your trade show experience as smooth and productive as possible. If you have any questions, please contact me at (401) 885-8788 ext. 11 or visit www.easternwineryexposition.com for ongoing updates and exhibitor information.

I look forward to working with you.

Cheers,

Bob Mignarri
Show Manager
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## Important Dates to Remember

### Final Booth Payment Due*

If your deposit was paid by credit card online, you will receive an email with a link to pay your final deposit online.

January 2, 2018. Please note that your credit card statement will reflect a charge from Quality Event Management for this tradeshow transaction. If you paid your deposit by check, final payment is due January 2, 2018.

### Deadline

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Final Booth Payment Due*</td>
<td>January 2, 2018*</td>
</tr>
</tbody>
</table>

### Hotel Reservations

Go to [http://www.easternwineryexposition.com/hotels/](http://www.easternwineryexposition.com/hotels/)

For the current hotel reservation information and reservation deadlines.

### Capital Convention Contractors freight handling services

The deadline to receive freight at the ABF Freight (Capital) warehouse, 200 Plane Tree Drive, Lancaster, PA 17603 will be March 1, 2018. Please call Capital Convention Contractors if you need to arrange a later date for shipping to their warehouse. The **Lancaster County Convention** WILL NOT accept freight. Any freight left on the show floor March 8, 2018 after 6:00pm will be sent via ABF Freight to the exhibitor at the exhibitor’s expense.

### Capital Convention Contractors Services Forms

Fax enclosed forms to (508) 481-1150 or email help@capitalconventions.com

### Lancaster County Convention Center Forms

Fax forms to (717) 207-4028 or go to [http://www.lancasterconventioncenter.com/exhibitor-forms-services/](http://www.lancasterconventioncenter.com/exhibitor-forms-services/)

### Deadline

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
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<td>Hotel Reservations</td>
<td>See each hotel for deadline</td>
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<tr>
<td>Capital Convention Contractors freight handling services</td>
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<td>Lancaster County Convention Center Forms</td>
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<td>Capital Convention Contractors Services Forms</td>
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</table>
EXHIBITOR SERVICES – Your full service trade show team!

TRADE SHOW MANAGEMENT & SALES
Quality Event Management (QEM) is the official management company. We are involved in every aspect of the show and can be a useful resource for you to call upon during your preparations – we’re at your service.

Quality Event Management
Contact: Bob Mignarri
3970 Post Road
Warwick, Rhode Island 02886
ph: (401) 885-8788 x11
fax: (401) 886-8020
email: bob@easternwineryexposition.com
website: www.easternwineryexposition.com

OFFICIAL SHOW CONTRACTOR
The official service contractor for the trade show is Capital Convention Contractors and their order forms are included in this service manual & can also be downloaded from their website at: www.capitalconventions.com

Capital Convention Contractors
Contact: Exhibitor Services
153 Northboro Road, Suite 6
Southborough, MA 01772
ph: (877) 335-3700 (Toll-free)
fax: (508) 481-1150
email: help@capitalconventions.com
website: www.capitalconventions.com

THE LANCASTER COUNTY CONVENTION CENTER
Contact: Lindsey Tellez | Convention Services Manager
Lancaster County Convention Center & Lancaster Marriott at Penn Square
25 South Queen Street, 4th Floor, Lancaster, PA. 17603 | (P) 717-207-4049 | (F) 717-207-4028
Website: http://www.lancasterconventioncenter.com/
GENERAL INFORMATION

SHOW LOCATION

EWE is being held at Lancaster County Convention Center & Lancaster Marriott at Penn Square an 8 1/2 year old multipurpose convention center and hotel facility located in downtown Lancaster.
It is a non-union facility.

25 South Queen Street,
Lancaster, PA. 17603
ph: 717-207-4049
fax: 717-207-4028

BOOTH LOCATIONS


TRADE SHOW HOURS

Wednesday March 7, 2018  Thursday March 8, 2018
11:00 a.m. – 5:45 p.m.  9:15 a.m. - 2:30 p.m.

Exhibitor sponsored luncheon in exhibit hall on Thursday noon to 1:15 pm.

EXHIBITOR MOVE-IN

Tuesday March 6, 2018  Wednesday March 7, 2018
Time: 1:00 p.m. – 9:30 p.m.  Time: 7:45 a.m. – 11:00 a.m.

Please note exhibitors occupying booths 219 226, 227 & 228 are last in first out booths due to the location being near the freight access points.  These booths cannot move in till 7 pm on the 6th of March and must tear down right after the show close at 2:30 pm on March 8th.

Contracted Exhibitors are not permitted to move in prior to the date and times detailed above unless contacted by Capital Convention Contractors concerning earlier move in.

Direct shipments will be accepted at the Lancaster County Convention Center on Tuesday, March 6th and the morning of March 7th ONLY.  The Lancaster County Convention Complex will not accept freight.  All shipments must be handled by Capital Convention Contractors. – See the enclosed Drayage and Material Handling forms for more details.
Fax enclosed Drayage and Material Handling forms to (508) 481-1150.

The deadline to receive freight at the ABF Freight (Capital) Warehouse, 200 Plane Tree Drive, Lancaster, PA 17603 is March 1, 2018.

EXHIBITOR MOVE-OUT

Thursday March 8, 2018
Time: 2:30 p.m. – 6:00 p.m.

Tear down may not begin until after 2:30 p.m. on Thursday March 8th. Contracted Exhibitors are not permitted to move out before the date and times detailed above.

Any freight left on the show floor March 8, 2018 after 5:00pm will be sent via ABF Freight to the exhibitor at the exhibitor’s expense.

TRADE SHOW COLORS & FLOOR

Show Colors for booths: Alternating Black & White booth drape as well as the skirt color (black) on the tables provided
Entire Exhibit Floor is carpeted, the color is peppered grey.

DIMENSIONS & LOAD LIMITS

- Floor load limit: 400 psf max.
- Freight door dimensions for two side access points: 14’H x 10’W
- Freight door dimensions for main access point: 14’H x 26’W
- Ceiling height: booths to the right of the show entrance; 32’5” booths to the left; 22’ Booth numbers 237 -243 have a low ceiling of only 11’
BOOTH PACKAGE

The standard booth includes draped 8’ high black & white back panel and 3’ draped black side rails.

- One 6’ table skirted in black
- Two chairs
- Company ID sign

New this year: The exhibitor booth area is carpeted. The color is peppered grey

Electricity is not provided and must be ordered through the convention center. See enclosed order form.

The Lancaster County Convention Center is a non-union facility. Exhibitors may carry in their own materials or have them shipped in and set up by the show decorator.

BOOTH CONSTRUCTION

All linear booths (booths with at least one booth on either side) cannot have displays or signage exceeding 8' in height. Also, no display or signage above 4' may be placed in the front 4' of the exhibit booth. Exceptions are made for exhibitors' product/equipment. There is no restriction on the height of the exhibitor product/equipment as long as signage is not displayed on the equipment. Island booths (booth with four aisles) have no height restrictions on equipment or signage/display.

TRAILER & LARGE VEHICLE PARKING

Show management has arranged and paid for 3 tractor trailers and 5 box trucks to fit comfortably in the Swan Lot. The lot is across from the Vine St entrance to the Convention Center at 3 East Vine St Lancaster, PA 17602. Please send Bob Mignarri an email with your name and contact phone number is you need to use this space. Bob@easternwineryexposition.com
SHIPPING

Direct shipments will be accepted at the Lancaster County Convention Center on Tuesday March 6th and the morning of Wednesday March 7th ONLY. The Lancaster County Convention Complex will not accept freight. All advance shipments must be handled by Capital Convention Contractors. – See the enclosed Drayage and Material Handling forms for more details.

Fax enclosed Drayage and Material Handling forms to (508) 481-1150.

The deadline to receive freight at the ABF Freight (Capital) warehouse is March 1, 2018. ABF Freight, 200 Plane Tree Drive, Lancaster, PA 17603.

SHIPPING LABEL

Attention:
Company Name:
Company Contact:
Booth Number:

Capital Convention Contractors
c/o: ABF Freight
200 Plane Tree Drive
Lancaster, PA 17603
EXHIBITOR RULES AND REGULATIONS

As an Eastern Winery Exposition 2018 exhibitor, you may register as many staff as you require operating your booth. There is no charge for exhibitor badges. Your exhibitor badge grants you access to the following:

- Exhibit Hall, move in March 6; exhibit days March 7-8, with lunch in the hall on the 8th.
- All Seminar Sessions, March 7-8 (on a space-available basis)

Each exhibiting company is also entitled to one complimentary pass to the Welcome Wine Reception on March 8. Additional passes may be purchased at a reduced rate of $10.00/pass. These discounts will automatically be applied when you register.

Tickets for the 7th Annual EWE Industry Celebration Dinner and the Buffet Lunch Social on March 7 are also available for purchase in the A La Carte section of the registration form.

Food & Beverage:

1. Please note that special food & beverage sampling provisions have been made for Eastern Winery Exposition allowing samples of food & beverage during the exhibit hours.

Exhibitor Registration Process

All Exhibitors need to pre-register online by March 1. The online registration system gives you 24/7 access to your registration information, allowing you to make changes, cancellations, and additions at any time in the months leading up to the show. For your password, contact Bob Mignarri at 401-885-8788; email bob@easternwineryexposition.com or taylor@conexsys.com; 877-393-3979.

Lead Retrieval

Lead retrieval systems are available for rent via CONEXSYS Registration. Order early to save. The Early Bird rate of $200.00 will be applied to all orders/payments received by February 21, 2018. Orders placed after February 21, 2018 or onsite will be charged $230.00. Visa, MasterCard, American Express, and Checks are accepted. Please note each exhibitor can receive the attendee list -pre or -post show at no charge in an Excel database.

You may submit your order online, by fax, or mail. The order form is located on page 47 & 48 in this manual.

Bar code scanners may be picked up onsite at the Lead Retrieval Services Desk located with the EWE Registration Desk.
Parking is available in the Parking Garages and Open Lots from Lancaster City Parking Authority.

https://www.lancasterparkingauthority.com/where-to-park/garages-and-lots/
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<td>Booth Cleaning and Porter Service</td>
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<td>Exhibitor-Appointed Contractor</td>
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<tr>
<td>Direct Shipping Labels</td>
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Dear Exhibitor,

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the Eastern Winery Exposition being held at Lancaster County Convention Center in the Lancaster, PA. In our commitment to an enjoyable and smooth running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. Please review the following information carefully and place orders early to save time and money!

Each 10’ x 10’ booth package includes:

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>8’ High back drape</td>
<td>Black &amp; White</td>
</tr>
<tr>
<td>3’ High side drape</td>
<td></td>
</tr>
<tr>
<td>6’ black draped table</td>
<td></td>
</tr>
<tr>
<td>Two chairs</td>
<td></td>
</tr>
<tr>
<td>Wastebasket</td>
<td></td>
</tr>
<tr>
<td>Exhibitor ID sign</td>
<td></td>
</tr>
</tbody>
</table>

Drape Color(s): Black & White  
Carpet: Entire Exhibit Floor- Peppered Grey

Exhibitor Move-in and Move-out Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, March 6</td>
<td>1:00 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Wednesday, March 7</td>
<td>7:45 a.m. – 11:00 a.m.</td>
</tr>
<tr>
<td>Wednesday, March 7</td>
<td>11:00 a.m. – 5:45 p.m.</td>
</tr>
<tr>
<td>Thursday, March 8</td>
<td>9:15 a.m. – 2:30 p.m.</td>
</tr>
<tr>
<td>Thursday, March 8</td>
<td>2:30 p.m. – 6:00 p.m.</td>
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</tbody>
</table>

To take advantage of discounts, advance orders must be paid in full and received with payment no later than February 20, 2018. We must have a major credit card on file to process your orders! Complete the Credit Card Authorization Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-481-1150. Order forms for other contractors should be returned to the specific contractor providing these services.

Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our Advance Freight Receiving Warehouse. Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event’s location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than February 28, 2018. A 35% late charge will apply if orders for advance shipping are received after this date.

For Direct Shipping to Show Site: DO NOT ship exhibit materials direct to show site to arrive prior to March 6-7, 2018. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

We look forward to working with you!
CREDIT CARD AUTHORIZATION FORM

WE ACCEPT: American Express VISA MasterCard

Exhibitor _____________________________ Booth # _____________________________

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address _______________________________________________________

City _____________________________ State _________ Zip Code __________

Contact Person _____________________________ Email _____________________________

Phone (__________) _____________________________ Fax (__________) _____________________________

Credit Card Number _____________________________ Expiration _____________________________ CVV* _____________________________

Card Holder Name (please print) _____________________________ Signature _____________________________

* (3 digit MC/Visa 4 digit Amex)

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.

CREDIT CARD PAYMENT POLICY

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital’s Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is not responsible for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a $35.00 service fee.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor’s responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:
Capital Convention Contractors ∙ 153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com
THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to Capital.
2. This completed form is signed by both parties and returned to Capital at least 14 days prior to move-in.
3. A completed Credit Card Authorization Form MUST accompany this form from each party.
4. Capital’s prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Please indicate which of the following items/services are to be invoiced to the third party:

- [ ] All Capital Services
- [ ] Freight Handling
- [ ] Furniture/Carpet
- [ ] Booth Cleaning
- [ ] Labor
- [ ] Other (specify) __________________________

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Exhibiting Firm

Company Name ____________________________________________ Booth # ______________________
Address __________________________________________________
City/State/Zip Code __________________________________________
Phone ( ) __________________________
Authorized Signature ____________________________ Printed Name __________________________

Display House 3rd Party

Display House 3rd party __________________________________________
Address ____________________________________________________
City/State/Zip Code __________________________________________
Phone ( ) __________________________
Authorized Signature ____________________________ Printed Name __________________________
Payment Policy: All orders faxed or mailed to Capital must be accompanied by a Credit Card Authorization Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer bills.

Calculate your order total:

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Booth Labor*</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling*</td>
<td>$</td>
</tr>
<tr>
<td>Furnishings &amp; Accessories</td>
<td>$</td>
</tr>
<tr>
<td>Custom Exhibit Rental</td>
<td>$</td>
</tr>
<tr>
<td>Special Signs &amp; Banners</td>
<td>$</td>
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<tr>
<td>Standard &amp; Deluxe Carpet</td>
<td>$</td>
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<tr>
<td>Miscellaneous</td>
<td>$</td>
</tr>
<tr>
<td>PA Tax 6.00%</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED CHARGES $**

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS

Checks must include exhibiting firm name and booth number

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name
Contact Person
Booth #
Address
City/State
Zip Code
Phone ( )
Fax ( )
Email address

Authorized Signature

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com
LIABILITY AND INSURANCE BULLETIN

Capital Convention Contractor’s liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s booth.

3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor’s materials before it is picked up from exhibitor’s booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.

4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.

5. Capital and its subcontractors’ liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital’s maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less.

6. If Capital is found negligent for the damage of materials, the exhibitor’s sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.

7. The consignment for delivery of a shipment to Capital 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 notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor’s property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.

8. Capital and its subcontractors 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.

9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.

10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor’s booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.

11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital’s labels, improper information on empty labels, or valuable stored in containers with empty labels.

12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor’s responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor’s materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.

14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.
To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that Capital labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

**MATERIAL HANDLING**

The facility requires that the official material handling contractor, Capital, off-load all equipment and display materials for ALL common carrier and van line trucks. The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of Capital Convention Contractors.

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, pick-up truck or box 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 Capital. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by Capital. 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 Capital.

**NON-OFFICIAL CONTRACTOR RULES**

Non-Official Installation and Dismantling Contractors may choose to use Capital Convention Contractors for labor and/or supervision or provide their own. The following is required should they provide their own:

- 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-Officials Installation and Dismantle Contractor (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**

CAPITAL CONVENTION CONTRACTORS 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 Capital representative at the service desk or correspondence may be directed to the attention of the General Manager at the Capital office.

**SAFETY**

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. CAPITAL CONVENTION CONTRACTORS 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.
US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:
1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (special requirements available upon request).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.
### TABLE/DRAPE ORDER FORM

**Advance Order Price Deadline: February 20, 2018**

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TABLES-DRAPED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' X 2' – 30&quot; HIGH</td>
<td>$94.10</td>
<td>$118.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' X 2' – 30&quot; HIGH</td>
<td>$106.10</td>
<td>$132.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' X 2' – 30&quot; HIGH</td>
<td>$118.05</td>
<td>$147.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUNTER HEIGHT TABLES-DRAPED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' X 2' – 40&quot; HIGH</td>
<td>$106.10</td>
<td>$132.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' X 2' – 40&quot; HIGH</td>
<td>$118.05</td>
<td>$147.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' X 2' – 40&quot; HIGH</td>
<td>$130.00</td>
<td>$162.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TABLES-UNDRAPED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' X 2' – 30&quot; HIGH</td>
<td>$46.80</td>
<td>$58.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' X 2' – 30&quot; HIGH</td>
<td>$58.25</td>
<td>$73.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' X 2' – 30&quot; HIGH</td>
<td>$70.20</td>
<td>$88.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COUNTER HEIGHT TABLES-UNDRAPED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' X 2' – 40&quot; HIGH</td>
<td>$53.05</td>
<td>$65.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' X 2' – 40&quot; HIGH</td>
<td>$65.50</td>
<td>$82.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' X 2' – 40&quot; HIGH</td>
<td>$79.05</td>
<td>$98.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TABLES-COCKTAIL FINISHED TOP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>30&quot; ROUND – 30&quot; HIGH</td>
<td>$94.10</td>
<td>$118.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30&quot; ROUND – 40&quot; HIGH</td>
<td>$106.10</td>
<td>$132.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TABLE RISERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4' X 10&quot; HIGH</td>
<td>$47.85</td>
<td>$59.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' X 10&quot; HIGH</td>
<td>$59.30</td>
<td>$75.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TABLES-4TH SIDE DRAPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' OR 8&quot; TABLE</td>
<td>$42.10</td>
<td>$52.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6' OR 8&quot; COUNTER</td>
<td>$42.10</td>
<td>$52.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CUSTOM BOOTH DRAPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8' HIGH PER LINEAR FT</td>
<td>$10.40</td>
<td>$14.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3' HIGH PER LINEAR FT</td>
<td>$6.75</td>
<td>$8.85</td>
<td></td>
</tr>
</tbody>
</table>

**CIRCLE COLOR CHOICE:**
- ROYAL BLUE
- SILVER
- BURGUNDY
- HUNTER GREEN
- WHITE
- RED
- BLACK

---

**ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.**
- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

**SUB TOTAL**

$ ____________

**PA TAX 6.00 %**

$ ____________

**GRAND TOTAL**

$ ____________

---

**PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET.**
I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ___________________________ Contact Person ___________________________ Booth # ___________

Address ___________________________ City/State/Zip ___________________________ Signature ___________________________

Phone ( ) ___________ Fax ( ) ___________ Email address ___________________________

---

If you have any questions, please feel free to contact Exhibitor Services at the number below.

**EMAIL, MAIL OR FAX FORM TO:**
Capital Convention Contractors ∙153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com
### BOOTH FURNISHINGS ORDER FORM

**Advance Order Price Deadline:** February 20, 2018

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UPHOLSTERED BAR STOOL</td>
<td>$57.20</td>
<td>$71.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Arm Chair</td>
<td>$51.50</td>
<td>$64.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Padded Side Chair</td>
<td>$46.80</td>
<td>$58.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Folding Chair</td>
<td>$11.95</td>
<td>$15.60</td>
<td></td>
</tr>
</tbody>
</table>

| ACCESSORIES | 6’ DISPLAY CASE W/SHELVES | $386.90 | $483.35 |
|             | STANDARD COUNTER 41.5”W X 21.75”D X 42”H | $178.35 | $226.20 |
|             | 4’ X 8’ DISPLAY BOARD          | $148.70 | $192.15 |
|             | LITERATURE RACK                | $77.50  | $97.50   |
|             | CHROME 22” x 28” SIGN HOLDER   | $57.20  | $71.50   |
|             | Bag Rack                       | $65.50  | $82.15   |
|             | Garment Rack                   | $65.50  | $82.15   |
|             | TRIPOD EASEL                   | $21.85  | $27.55   |
|             | RAFFLE DRUM                    | $59.30  | $75.40   |
|             | 7 GALLON WASTEBASKET           | $16.65  | $21.85   |
|             | 8’ ALUMINUM BACK POST W/BASE   | $23.90  | $29.65   |
|             | 6’-10’ ADJUSTABLE CROSS BAR     | $11.95  | $14.80   |

**SUB TOTAL** $ .

**PA TAX 6.00 %** $ .

**GRAND TOTAL** $ .

---

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

- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- There is a 50% cancellation charge for orders cancelled at show-site.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

---

**PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET.** I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

- **Company Name:**
- **Contact Person:**
- **Booth #**
- **Address:**
- **City/State/Zip:**
- **Signature:**
- **Phone:** ( )
- **Fax:** ( )
- **Email address:**

---

If you have any questions, please feel free to contact Exhibitor Services at the number below.

**EMAIL, MAIL OR FAX FORM TO:**
Capital Convention Contractors ∙ 153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com
### Eastern Winery Exposition
Lancaster County Convention Center
Lancaster, PA
March 7-8, 2018

#### Chairs
- Upholstered Bar Stool
- Padded Arm Chair
- Padded Side Chair
- Folding Chair

#### Draped Tables
- 30” High draped table
- 40” High draped table
- 30” High cocktail table
- 40” High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

#### Accessories
- Display Case
- Standard Counter
- Display Board
- Literature Racks
- Chrome Sign Holder
- Bag Rack
- Garment Rack
- Tripod Easel
- Raffle Drum

**Please Note:**
- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.
Custom carpet is required for booths longer than 30’ or booths configured as an island or Peninsula.
All prices include: delivery, installation, carpet tape and removal.

CIRCLE COLOR CHOICE: BLUE  GREY  BURGUNDY  RED  FOREST GREEN  BLACK
   (If no color is chosen, GREY will be delivered automatically)

### STANDARD CARPET

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 x 10</td>
<td>$118.05</td>
<td>$147.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 x 20</td>
<td>$236.10</td>
<td>$295.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 x 30</td>
<td>$353.35</td>
<td>$442.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding & visqueen orders.

<table>
<thead>
<tr>
<th>SQ FT</th>
<th>DESCRPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Padding ½”</td>
<td>$1.35</td>
<td>$1.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visqueen</td>
<td>$0.85</td>
<td>$1.35</td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM CARPET

Minimum order of 100 square feet is required for custom carpet orders.

Advance Price: Booth size __________ (100 sq. ft. min) x $2.70 sq. ft. = __________

Floor Price: Booth size __________ (100 sq. ft. min) x $3.55 sq. ft. = __________

### PRESTIGE CARPET

Minimum order of 100 square feet is required for prestige carpet orders.

Advance Price: Booth size __________ (100 sq. ft. min) x $4.90 sq. ft. = __________

Please call Exhibitor Services for Prestige Carpet Color Choices

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.
- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- There is a 50% cancellation charge for orders cancelled at show-site.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

Please call Exhibitor Services for Prestige Carpet Color Choices

SUB TOTAL $ 
PA TAX 6.00% $ 
GRAND TOTAL $ 

If you have any questions, please feel free to contact Exhibitor Services at the number below.

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Capital Convention Contractors ∙ 153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com

---

**Company Name** __________________________ **Contact Person** __________________________ **Booth #** ____________

**Address** __________________________ **City/State/Zip** __________________________ **Signature** ____________

**Phone ( )** ____________ **Fax ( )** ____________ **Email address** ____________

---

24
Eastern Winery Exposition
Lancaster County Convention Center
Lancaster, PA
March 7-8, 2018

LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.

RATES:

☐ Straight Time: $49.00 per man-hour - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.

☐ Overtime: $73.50 per man-hour - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

CALCULATE ESTIMATED LABOR

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th># OF MEN</th>
<th>TOTAL HOURS</th>
<th>RATE PER MAN HOUR</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALLATION:</td>
<td></td>
<td>AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PM</td>
<td>X</td>
<td>$</td>
<td>= $</td>
</tr>
<tr>
<td>DISMANTLE:</td>
<td></td>
<td>AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PM</td>
<td>X</td>
<td>$</td>
<td>= $</td>
</tr>
</tbody>
</table>

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ON-SITE LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 30%

Labor Options (choose one)
☐ Exhibitor Supervised Labor  ☐ Capital Supervised Labor

EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four hour notice is required for cancellation of labor services.

Company Representative: ______________________ Phone: ______________________

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor’s arrival. The charge for this service is 50% of the exhibitor’s total labor bill, with a minimum of $45.00 on installation and $45.00 on dismantles. In order to perform this service without the exhibitor’s representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. Please see the next page for outbound shipping instructions.

Set Up Information Required:

Booth display being shipped to: ☐ Warehouse  ☐ Show site  Scheduled delivery date __________

Shipment consists of:  ☐ Crates  ☐ Cartons  ☐ Carpets/pads
If no carpet is being shipped, is carpet ordered through Capital?  ☐ Yes  ☐ No

Blueprints & Exhibit instructions:  ☐ Attached  ☐ Shipped with Display (Please supply advance instructions with order)

Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.

ADDITIONAL OPTIONS

☐ Steel banding at $1.10 per linear foot, including labor. $50.00 MINIMUM (include on Order Summary page)
☐ Shrink wrap at $35.00 per skid  ________ x $35.00 = ________ (include on Order Summary page)

FULL PAYMENT MUST ACCOMPANY ALL ORDERS

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name __________________________ Contact Person __________________________ Booth # ______
Address __________________________ City/State/Zip __________________________ Signature __________
Phone (_________ ) Fax (_________) Email address __________________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:
Capital Convention Contractors ∙153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com
Only Exhibitors hiring Capital to dismantle their booth should complete this form.

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

At the close of the show, exhibitor freight will be shipped to the following address:
If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: ___________________________ Booth #: ____________
Address: ____________________________________________
City/State/Zip: _________________________________________
Attention: ____________________________________________

SELECT SHIPPING METHOD

☐ Exhibitor Carrier Choice: ________________________________
☐ Official Show Carrier: ABF Ground *Must arrive by: ____________

PLEASE NOTE: If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show. Shipping costs are not included and are the responsibility of the exhibitor. Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital’s discretion.

BILLING INFORMATION

Bill Shipping Charges to (if different from above):
Shipper (signature) ___________________________ Print Name: ___________________________
Freight Charges Billed to:
Company Name: ________________________________
Address: _________________________________________
City/State/Zip: ___________________________________
Attention: ___________________________ Phone: ___________________________

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ___________________________ Contact Person ___________________________ Booth #: ____________
Address __________________________________ City/State/Zip ___________________________ Signature ___________________________
Phone ( ) __________________ Fax ( ) __________________ Email address ___________________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL: help@capitalconventions.com
FORKLIFT ORDER FORM

DEADLINE ORDER DATE: February 20, 2018

General Information

- Forklifts with operators and helpers are available to assist you with your set-up, unskidding and/or spotting of machinery once it has been delivered to your booth. **DO NOT** order forklifts to unload your truck or deliver your freight to your booth from the loading dock.
- There is a **5,000 lb. maximum capacity**. Larger forklift and crane service is available by advance request.
- Starting times are guaranteed only in those instances where labor is requested for the start of the workday.
- Twenty-four hour notice is required for cancellation of services. If such notice is not provided, and an order has been placed and the exhibitor has not checked in, exhibitors will be charged a one-hour minimum fee.
- Exhibitor must check in at the Capital Service Desk to pick up forklift orders and check out upon the completion of work.

Work Options: ☐ Spotting of Equipment ☐ Installation/Dismantle of Header ☐ Uncrating ☐ Unskidding ☐ Other

ON-SITE ORDERS WILL BE CHARGED AN ADDITIONAL 30% TO HOURLY RATES. FULL PAYMENT MUST ACCOMPANY ALL ORDERS

FORKLIFT LABOR WITH OPERATOR

☐ **Straight Time:** $125.00 per man-hour - 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
☐ **Overtime:** $175.00 per man-hour - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th># OF LIFTS</th>
<th>TOTAL HOURS</th>
<th>RATE PER HOUR</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSTALLATION:</td>
<td>AM PM</td>
<td>X X</td>
<td>$</td>
<td>= $</td>
<td></td>
</tr>
<tr>
<td>DISMANTLE:</td>
<td>AM PM</td>
<td>X X</td>
<td>$</td>
<td>= $</td>
<td></td>
</tr>
</tbody>
</table>

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ADDITIONAL RIGGERS LABOR

☐ **Straight Time:** $59.00 per man-hour - 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
☐ **Overtime:** $88.50 per man-hour - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th># OF MEN</th>
<th>TOTAL HOURS</th>
<th>RATE PER HOUR</th>
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<tbody>
<tr>
<td>INSTALLATION:</td>
<td>AM PM</td>
<td>X</td>
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<td>DISMANTLE:</td>
<td>AM PM</td>
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</tr>
</tbody>
</table>

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _________________ Contact Person _________________ Booth # __________
Address __________________________ City/State/Zip __________ Signature __________
Phone ( ) __________________ Fax ( ) __________ Email address __________

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:
Capital Convention Contractors ∙ 153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com
BOOTH CLEANING & PORTER SERVICE

Booth Cleaning Order Deadline: February 20, 2018

BOOTH CLEANING INCLUDES: Vacuuming of booth and emptying of wastebaskets once daily.

\[
\text{Total Area} = \frac{\text{Booth Dimensions}}{100} \times \text{Advance Price Per Day} \times \text{Floor Price Per Day} \times \text{Cost per day}
\]

Choose One
- Cleaning – Pre-show one time only
- Cleaning – All show days

PORTER SERVICE INCLUDES: Emptying of wastebaskets in your booth once every hour, show hours only. Daily rate is based upon booth size.

Please Note: If special cleaning services are required, please contact Capital’s Exhibitor Services Department.

TO GUARANTEE BOOTH CLEANING SERVICE AVAILABILITY, this service must be ordered and paid in advance of the show!

Company Name: ____________________________  Contact Person: ____________________________  Booth #: ___________
Address: ____________________________  City/State/Zip: ____________________________  Signature: ____________________________
Phone ( ): _______  Fax ( ): _______  Email address: ____________

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO:
Capital Convention Contractors ∙ 153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com
EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

If your company plans to use a Contractor other than Capital, please read, complete and submit this form to Capital Convention Contractors.

Official Service Contractors are appointed to perform and provide necessary services and equipment.

The Official Service Contractor will provide all usual trade show services, including labor.

Exceptions are:
- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Official Service Contractors are appointed to:
- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital’s office. If this information is not received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.

2. The non-official contractor to be used by the exhibitor must do the following:
   a. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in any occurrence; and $500,000 with respect to damage of property; Workers’ Compensation Insurance, including employee liability coverage, in a minimum amount of not less than $1,000,000 of individual and/or aggregate coverage, and naming Capital Convention Contractors as additional insured.
   b. Agree to abide by all the rules and regulations of the show.
   c. Agree to abide by all union rules and regulations.
   d. Information must be received in the Capital office no later than 30 days prior to the show.
   e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by February 7, 2018 to Capital.

Acknowledged and Agreed To: Signature of Exhibitor: ________________________________

Date: ___________________________ Booth # ________________

Name of Service Contractor: ________________________________

Contractor Street Address: __________________________________________

City/State ___________________________ Zip Code ________________

Contractor Phone ( ) __________________ Fax ( ) __________________ Email address __________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.

Email, Mail or Fax Form To:
Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com
What is Additional 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/unloading, 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 Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

What is a Cartage Company?
Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is The Difference Between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

What are Stacked Shipments?
Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

What is Ground Loading/Unloading?
Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

What are Mixed Shipments?
Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

What is Constricted Space Loading/Unloading?
Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

What is Alternate Delivery Location?
Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Multiple Shipments?
Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

What does it Mean if I Have “No Documentation”?
Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

What about Carpet/Pad Only Shipments?
Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.
## ESTIMATED MATERIAL HANDLING ORDER FORM

### INBOUND SHIPPING INFORMATION

<table>
<thead>
<tr>
<th>ADVANCE SHIPMENTS</th>
<th>DIRECT SHIPMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse</td>
<td>Showsite/ Exhibit Hall</td>
</tr>
</tbody>
</table>

- **ADVANCE SHIPMENTS**
  - Please use enclosed freight labels
  - Receiving hours: M-F 9:00 am to 4:00 pm
  - Must arrive by: February 28, 2018
  - To: Exhibitor Name/ Booth #
  - For: Eastern Winery Exposition
c/o ABF Freight  
200 Plane Tree Drive  
Lancaster, PA 17603

- **DIRECT SHIPMENTS**
  - Please use enclosed freight labels
  - Received only during exhibitor move-in hours
  - Only on: March 6-7, 2018
  - To: Exhibitor Name/ Booth #
  - For: Eastern Winery Exposition
Capital Convention Contractors
c/o Lancaster County Convention Center  
25 South Queen Street  
Lancaster, PA 17603

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**PLEASE READ THE LIABILITY AND INSURANCE BULLETIN INCLUDED IN THIS MANUAL****

### OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A credit card is required for material handling services. Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.
- Drivers MUST check in at the loading dock by 5:00 PM on March 8, 2018 or the shipment will be re-routed to the show carrier.
- Return to Warehouse Fee: Shipments returned to Capital’s warehouse will be assessed a $7.00 per cwt or a $50.00 minimum charge, whichever is greater.

**CHECK** appropriate arrangements:
- ☐ Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.
- ☐ Freight arrangements will be handled by exhibitor. NAME OF CARRIER: ____________________________

Please complete the following information on each order sheet. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Person</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City/State/Zip</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone ( )</th>
<th>Fax ( )</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
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Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com

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MATERIAL HANDLING RATE SCHEDULE

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.
■ Additional 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/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncleared 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 Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & 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 25 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May Be Applicable

■ Off-Target: Direct shipments that do not arrive on the date or time assigned.
■ Late to Warehouse Fee: Shipments arriving after February 28, 2018.
■ Early Shipments to Warehouse: Any shipment arriving prior to February 7, 2018.
■ Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of $7.00 per cwt or $50.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.
■ Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.
■ Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.
■ Your shipment is moved into or out of the show site on overtime due to scheduling beyond Capital’s control.

Rate Schedule

<table>
<thead>
<tr>
<th>Rate Classifications</th>
<th>Price Per CWT</th>
<th>200 lb. minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: February 28, 2018</td>
<td>$49.00</td>
<td>$98.00</td>
</tr>
<tr>
<td>Crated</td>
<td>$49.00</td>
<td>$98.00</td>
</tr>
<tr>
<td>Additional Handling</td>
<td>$61.25</td>
<td>$122.50</td>
</tr>
<tr>
<td>Crated Overtime Inbound/Outbound*</td>
<td>$17.15</td>
<td>$34.30</td>
</tr>
<tr>
<td>Additional Handling Overtime Inbound/Outbound*</td>
<td>$21.44</td>
<td>$42.88</td>
</tr>
<tr>
<td>*Uncrated shipments will NOT be accepted at the Advance Warehouse.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Surcharge Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early Shipments to Warehouse Crated*</td>
<td>$17.15</td>
<td>$34.30</td>
</tr>
<tr>
<td>Early Shipments to Warehouse Additional Handling*</td>
<td>$21.44</td>
<td>$42.88</td>
</tr>
<tr>
<td>Late to Warehouse*</td>
<td>$17.15</td>
<td>$34.30</td>
</tr>
</tbody>
</table>

Target Fee Crated* | $47.00 | $94.00 |
Target Fee Additional Handling* | $58.75 | $117.50 |
Uncrated | $70.50 | $141.00 |
Crated Overtime Inbound/Outbound* | $16.45 | $32.90 |
Additional Handling Overtime Inbound/Outbound* | $20.56 | $41.13 |
Uncrated Overtime Inbound/Outbound* | $24.68 | $49.35 |

Additional Surcharge Charges
Off-Target Fee Crated* | $16.45 | $32.90 |
Off-Target Fee Additional Handling* | $20.56 | $41.13 |
Off-Target Fee Uncrated* | $24.68 | $49.35 |
Shipments Returned to Warehouse* ($7.00 per cwt or $50.00 minimum, whichever is greater). | $7.00 per cwt | $50.00 minimum |

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs.
For example, if the rate is $50.00 per 100 lbs.: Sub-Total:
3 Separate Shipments: $150.00
54 lbs. charged @ 200 lbs. $100.00
59 lbs. charged @ 200 lbs. $100.00
72 lbs. charged @ 200 lbs. $100.00
1 Consolidated Shipments: Total: $200.00
3 pieces (1 shipment)
185 lbs. @ 200 lbs. = $100.00
Total Savings: $200.00

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name ______________________ Contact Person ______________________ Booth # __________
Address ____________________________ City/State/Zip ____________________________ Signature ______________________
Phone (______) ______________________ Fax (______) ______________________ Email address ______________________

Lancaster County Convention Center
Lancaster, PA
March 7-8, 2018

Eastern Winery Exposition
Lancaster County Convention Center
Lancaster, PA
March 7-8, 2018
CERTIFIED WEIGHT TICKETS
In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME
An overtime surcharge per cwt, for each occurrence, will apply if:
• Shipments are received on overtime.*
• Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
• Shipment is moved into or out of show site on overtime due to scheduling beyond Capital’s control.
• Overtime is:
  * Monday through Friday before 8:00 a.m. and after 4:30 p.m.
  * All day Saturday, Sunday, and observed union holidays

INBOUND SHIPMENT(S)
All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor’s material after it has been delivered to the exhibitor’s booth. Capital recommends hiring security services from the facility or Show Management. NOTE: Capital does NOT accept any ADVANCE Materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please CALL us with any questions.

OUTBOUND SHIPMENT(S)
Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor’s material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL’S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR’S materials and EXHIBITOR’S sole and exclusive remedy is limited to $ .50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment, whichever is less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor’s materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital 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. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor’s company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CAPITAL RESERVES THE RIGHT TO SHIPPING MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: March 8, 2018 5:00 PM.
Use these labels **only if shipping in advance to warehouse**

From: ________________
Exhibiting Company/Organization

To: **Capital**
Convention Contractors
c/o ABF Freight
200 Plane Tree Drive
Lancaster, PA 17603

Show: Eastern Winery Exposition

Booth# __________

Carrier ________________

Piece # ___ of ______
LATE TO WAREHOUSE
CHARGES APPLY AFTER: February 28, 2018

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by any 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.
Use these labels only if shipping Direct to Show Site

From: __________________________
Exhibiting Company/Organization

To: Capital Convention Contractors

c/o Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603

Show: Eastern Winery Exposition

Booth# ____________
Carrier ________________________
Piece # ___ of _______

DELIVERY DATE(S):
March 6-7, 2018 ONLY

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, 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.
Custom Exhibit Booth Specials

Option 10-A

Included in your custom booth package
- Header Sign *(not backlit)*
- Standard Color Carpet *
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls *
- Tracklight with one head per panel *(power not included)*
- One Wastebasket *
- Set-up and Removal *
- Opening Day Booth Cleaning *

Option 10-B

Included in your custom booth package
- Header Sign *(not backlit)*
- Standard Color Carpet *
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls *
- Tracklight with one head per panel *(power not included)*
- One Wastebasket *
- Set-up and Removal *
- Opening Day Booth Cleaning *
- One 20"x117" Backwall Counter *
- One 20"x39-1/2" Freestanding Counter *

Option 20-A

Included in your custom booth package
- Header Sign *(not backlit)*
- Standard Color Carpet *
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls *
- Tracklight with one head per panel *(power not included)*
- Two Wastebaskets *
- Set-up and Removal *
- Opening Day Booth Cleaning *
- Six 12" Flat Shelves *
- Two 20"x39-1/2" Freestanding Counter *
**CUSTOM EXHIBIT RENTAL ORDER FORM**

**Advance Order Price Deadline: February 20, 2018**

All custom exhibit rentals include one header sign, standard color carpet, set-up, dismantle and opening day cleaning. Electricity is **NOT** included with the Exhibit Rental.

## 10’ Rental Booth Exhibits

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exhibit 10-A</td>
<td>$1,784.65</td>
<td>$2,230.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Exhibit 10-B</td>
<td>$2,736.25</td>
<td>$3,449.70</td>
<td></td>
</tr>
</tbody>
</table>

## 20’ Rental Booth Exhibits

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exhibit 20-A</td>
<td>$2,854.80</td>
<td>$3,569.30</td>
<td></td>
</tr>
</tbody>
</table>

## Additional Options

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard Counter – 41½&quot; w x 21¼&quot; d x 42&quot;h</td>
<td>$178.35</td>
<td>$226.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adjustable Shelves</td>
<td>$29.65</td>
<td>$38.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spot Lights (electricity not included)</td>
<td>$29.65</td>
<td>$38.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Company Logo on Header Sign</td>
<td>$141.95</td>
<td>$170.55</td>
<td></td>
</tr>
</tbody>
</table>

### Material for Backwall - Choose One

- **FABRIC:** Grey, Blue
- **SINTRA:** White, Grey, Black

### Carpet Colors – Choose One

- Blue, Red, Black, Grey, Burgundy, Green

**Header Copy – please print clearly**

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

- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- Orders cancelled after installation will be charged 100% of original price.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

**PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET.** I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

- **Company Name:** ___________________________
- **Contact Person:** ___________________________
- **Booth #:** ___________________________
- **Address:** ___________________________ **City/State/Zip:** ___________________________ **Signature:** ___________________________
- **Phone:** ( ) ___________________________ **Fax:** ( ) ___________________________ **Email address:** ___________________________

---

If you have any questions, please feel free to contact Exhibitor Services at the number below.

**EMAIL, MAIL OR FAX FORM TO:**
Capital Convention Contractors ∙ 153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com
Eastern Winery Exposition
Lancaster County Convention Center
Lancaster, PA
March 7-8, 2018

SIGN ORDER FORM

Sign Order Deadline: February 20, 2018

PLEASE NOTE: In order to receive the discount rate on your signs and graphics, this form must arrive at Capital at least two (2) weeks prior to exhibitor move-in.

CUSTOM SIGNS

Special or custom signs can be made. Prices listed are for black copy, ten words or less to be applied on white Card stock or foam core depending on size. We welcome inquiries regarding signs not listed.

<table>
<thead>
<tr>
<th>QTY</th>
<th>SIZE</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7” x 44”</td>
<td>$29.65</td>
<td>$45.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14” x 22”</td>
<td>$42.10</td>
<td>$63.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22” x 28”</td>
<td>$71.25</td>
<td>$107.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>28” x 44”</td>
<td>$95.70</td>
<td>$143.00</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL SIGN OPTIONS

Add your company’s logo and other options for an additional cost. Exhibitor must supply artwork.

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Logo</td>
<td>$89.45</td>
<td>$112.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Over 10 words</td>
<td>$1.35</td>
<td>$2.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cardboard Easel Back</td>
<td>$4.70</td>
<td>$7.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Directional Arrow</td>
<td>$5.70</td>
<td>$8.30</td>
<td></td>
</tr>
</tbody>
</table>

BANNERS

Prices are based upon one color vinyl graphics applied to white 10 oz. material with grommets and up to ten words of copy. Other color materials and hanging options are available.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Dimensions</th>
<th>SQ.FT.</th>
<th>Advance Price</th>
<th>Floor Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$10.90 per sq. ft.</td>
<td>$25.20 per sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

SUB TOTAL $ .
PA TAX 6.00 % $ .
GRAND TOTAL $ .

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ___________________________ Contact Person ___________________________ Booth # __________
Address ___________________________ City/State/Zip ___________________________ Signature ___________________________
Phone ( ) ___________________________ Fax ( ) ___________________________ Email address ___________________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.

PHONE, EMAIL OR FAX FORM TO:
Capital Convention Contractors ∙ 153 Northboro Rd ∙ Suite 6 ∙ Southborough, MA 01772
Phone 877-335-3700 ∙ Fax 508-481-1150 ∙ Email help@capitalconventions.com

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FILE FORMATS ACCEPTED:
Adobe Illustrator CS5, Photoshop CS5, .EPS, HI-RES PDF, HI-RES TIFF and HI-RES JPEG

FILE SET UP INFORMATION:

• All files are prefered to be set up using Adobe Illustrator and/or Photoshop.

• Please provide low resolution pdfs when possible for soft proof.

• All artwork should be setup in CMYK workspace.

• Specify PANTONE (PMS) color values using the Pantone Solid Coated library for all crucial colors, especially logos and background colors.

• Custom color builds (RGB or CMYK), transparency colors, and PMS tints cannot be guaranteed to print correctly, please specify a Pantone color or provide a physical color reference, or color will print ‘as is.

• All raster artwork should be submitted at 100ppi at full size at the least.

• Please provide .25” bleed when designing for trimming. Crop marks should be setup in Illustrator.

• Please provide a vector file for logos, taglines and trademarks.

• Please outline text when submitting final artwork. Or provide font files if editing is necessary.

LARGE FORMAT FILES SAVING INFO:

Working in PHOTOSHOP:
- Photoshop “raster” files are to be set up at 100ppi at 100% of final size in CMYK workspace.
- Save a flattened version of your layered file as a Photoshop .EPS, Set Preview to TIFF (8 bits/pixel), Set Encoding to JPEG (maximum quality).

Working in ILLUSTRATOR:
- We recommend .25” bleed when designing for trimming purposes. Please provide crop marks.
- Please setup file at 100% when possible. If scaling needed, please note scale info on file.
- We recommend text and logos to be setup in Illustrator. Please specify Pantone (PMS) color when needed.
- Place/Link Photoshop.EPS files or raster images in Illustrator (please do not embed to keep file size small)
  Keep all Photoshop.EPS files in one folder along with the supporting Illustrator file.
- Uncheck ‘Create PDF Compatible File’ when saving .ai file. (This will keep file size small)

FTP UPLOAD INFO:
https://launchpad.37signals.com/basecamp/1767385/signin
user: graphicsupload
password: preview12
Load in & Load Out Procedure

Exhibitor Guidelines

We welcome you to the Lancaster County Convention Center. We would like to thank you in advance for your cooperation in helping to assure that everyone has a safe and successful event. The Convention Center has a loading area for vendor vehicles on the loading dock. This space is reserved to allow safe access for exhibitors to transport materials to and from exhibit areas. Your Show Manager will publish the dates and times established for the use of the loading zone in advance. Access to the Exhibit area or loading area will not be granted outside of these arranged times.

- **Exhibitor Vehicle Access during Load In/Out**
  Must use loading dock access from Vine Street entrance at the Lancaster County Convention Center only. There are no loading privileges at any other entrances. See Map for Info.

- **Bring your own carts**
  The Convention Center has a limited number of flatbed carts available on a first come, first serve bases. Carts are checked out at the loading dock. Please return the cart when finished. We encourage you to bring your own cart to expedite the load in process.

- **Parking**
  Parking is available in the surrounding parking garages of Lancaster City. Please see attached map, your Show Manager may have arranged parking in a specific garage for Vendors. Parking in the loading area is prohibited.

- **Children under 16 are NOT permitted on the loading docks during Load in / Out.**

- **Balloons: The use of lighter than air (Helium) balloons is prohibited.**

- **Trucks with Trailers, Tractor Trailers and Container Trucks**
  Trucks, Trailers and Containers may be parked at Loading docks 1, 2 and 3 for loading and unloading purposes only and must be moved as soon as emptied. They may not remain on the loading dock for the duration of the show unless previously authorized. Under no circumstances may trucks or trailers be left on the loading docks overnight. Once the truck is unloaded and before any equipment is set up, the truck must be moved.

- **The Lancaster County Convention Center is a smoke and tobacco free environment. Please do not smoke in the facility, smoking is only permitted 10 feet from any entrance.**

- **Firearms**
  Firearms are strictly prohibited on the Lancaster County Convention Center and Lancaster Marriott Property. Should firearms be part of your Exhibit please review the Firearms section in the Lancaster County Convention Center Manual with the Event Manager.

- **Animals**
  Animals other than Guide or Service Animals, are allowed in the Lancaster County Convention Center only for Exhibits and / or Entertainment. All Animals for those purposes must be approved by management and a proper permit must be obtained. All sanitary needs or animals will be the sole responsibility of the client.
Dumpster Loading Dock 1 thru 3 For large trucks/tractor trailers only

Loading Area is for Loading and Unloading only, cars are to be unloaded and then parked in the vendor approved parking area. All cars have a pre-determined time for loading and unloading.

Please Note the Loading area is a one-way street. Please only enter from Vine Street and Exit towards King Street.

Please note the Loading Area is a one-way street.
Motorized Vehicles

At no time, without approval from the Security Manager, are motorized vehicles allowed to pull in and onto the exhibit hall floor, with the exception of authorized display vehicles that have obtained the proper permit.

Motorized vehicles shall be defined as any vehicle which is propelled by an internal combustion engine and using Class –1 or Class –2 fuel, such as but not limited to automobiles, trucks, motorcycles, aircraft and watercraft.

Display Vehicles:

- Must conform to State and City fire codes
- Must have less than 1/4 tank of gas OR 5 gallons, whichever is less
- Battery must be disconnected and stay disconnected for the duration of the show.

All display vehicles must file a permit application with the Security Manager. The Application containing Make, Model, Year and Proof of Insurance must be submitted no later than thirty (30) days prior to the Event date. The permit fee is $25 for each vehicle.

There will be assigned load-in and load out time for the display vehicles.

Upon arrival at the Lancaster County Convention Center loading area, present the green “Display Vehicle Approval Form” clearly for the Loading Master to see. This form will grant access to the Exhibit area for display vehicles.

Upon entering, a non permeable poly sheeting must be laid under the vehicle to prevent oil drips. The sheeting must remain under the vehicle for the entire duration the vehicle is in the building.

Within the first 30 minutes of the vehicle entering the building the vehicle must be inspected by the Security Manager, who will check the fuel gage level then supervise the battery being disconnected. The vehicle will then receive the permit from the Security Manager.

At no time should the battery be reconnected without the Security Manager’s approval.

If you have questions regarding this regulation, please contact:
Serena Evans, Security Manager
(717) 207–4054
serena.evans@lancastermarriott.com

Lancaster Marriott at Penn Square
& Lancaster County Convention Center
25 South Queen Street
Lancaster, PA 17603
Directions to Lancaster County Convention Center Loading Area

Lancaster County Convention Center
3 East Vine Street
Lancaster PA 17602

Directions from Harrisburg & South

- From Highway 283, take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to “Downtown Lancaster.” Turn right at Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Baltimore & South

- From Highway 83, turn right onto Highway 30 East. From 30 take the PA 72/Manheim Pike exit. Keep right at the fork and follow signs to “Downtown Lancaster.” Turn right at Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Philadelphia & East

- From the PA Turnpike, take Highway 222 to Highway 30 West. Take the Fruitville Pike exit and turn left onto Fruitville Pike.
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.

Directions from Gettysburg & West

- From Highway 30, take the Fruitville Pike exit and follow signs to “Downtown Lancaster.”
- Fruitville Pike will become North Prince Street. Proceed south of North Prince Street to Vine Street, and take a left on Vine Street.
- Cross over Queen Street. After you pass the main entrance to the convention center, turn left into the alley. Loading docks are along the left hand side of the building.
## AUDIO VISUAL ORDER FORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>46” LCD Monitor - upright chrome stand, DVD player or VGA input</td>
<td>$325</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>50” LCD Monitor - upright chrome stand, DVD player or VGA input</td>
<td>$355</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>60” LCD Monitor - upright chrome stand, DVD player or VGA input</td>
<td>$435</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6’ or 8’ Projection Screen</td>
<td>$60</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3K Lumen LCD Projector</td>
<td>$250</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>LED Uplighting (per fixture)</td>
<td>$55</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Flipchart - with paper pad and markers</td>
<td>$50</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Powered Speaker with Wired Microphone &amp; Stand</td>
<td>$155</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

23% Service Charge

6% PA Sales Tax

**SERVICE TOTAL**

---

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

**VISA**

Card Number__________________________________________________________________________ Exp. Date__________

**MasterCard**

Print Name____________________________________________________________________________

**AMEX**

Authorized Signature___________________________________________________________________

**Discover**

___________________________________________________________________________________
### PHONE/INTERNET/ELECTRICAL SERVICE ORDER FORM

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Event Dates</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Email</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Payment Notice:** All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

### STANDARD ELECTRICAL SERVICE

<table>
<thead>
<tr>
<th>120 VOLTS per single receptacle</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th># of Days</th>
<th>Item to be Hooked Up</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 amp (1920 watts)</td>
<td>$50/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>30 amp (2820 watts)</td>
<td>$85/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>208 VOLTS/TWO or THREE PHASE</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th># of Days</th>
<th>Item to be Hooked Up</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 amp*</td>
<td>$100/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>30 amp*</td>
<td>$150/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>40 amp*</td>
<td>$175/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>60 amp*</td>
<td>$225/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>100 amp*</td>
<td>$400/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>400 amp*</td>
<td>$650/day</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

* If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not.__________________________

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extension Cords</td>
<td>$20</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Power Strip</td>
<td>$25</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Standard/Direct Analog Phone Line</td>
<td>$75</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Internet Wired/Wireless</td>
<td>$50/day</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**For any hook-up not listed, please provide specific requirements.**

**Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.**

**VISA** **MasterCard** **AMEX** **Discover**

Card Number______________________________________________________Exp. Date____________

Print Name___________________________________________________________________________

Authorized Signature_______________________________________________________________

***Please note, electric added on site is subject to a late fee of $20. Electric can't be added once show has commenced.***
## WATER AND AIR SERVICE ORDER FORM

<table>
<thead>
<tr>
<th>Name of Event/Show Name</th>
<th>Event Dates</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Phone Number</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Order Placed By</td>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>On Site Contact</td>
<td>Cell Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

### WATER USAGE

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-100 gallons</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>Each additional 100 gallons</td>
<td>$75</td>
<td></td>
</tr>
</tbody>
</table>

### COMPRESSED AIR

<table>
<thead>
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<td>Additional Connection</td>
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Please include a description of what the device is that needs air:

**Subtotal**

**PA 6% Sales Tax**

**SERVICE TOTAL**

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

**VISA**

**MasterCard**

**AMEX**

**Discover**

Card Number__________________________ Exp. Date________

Print Name____________________________

Authorized Signature____________________
### Exhibitor Information

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<th>Company</th>
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<td>Address</td>
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<tr>
<td>City</td>
<td>Onsite Contact</td>
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<td>Prov/State</td>
<td>Phone</td>
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<td>Postal/Zip Code</td>
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*Early Bird Price: order and payment must be received by February 21, 2018*

### MYLEADS – Standard

<table>
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<th>Quantity</th>
<th>Amount</th>
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| A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straightforward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes.  
No electrical power required. | *Early Bird Price* $200.00 | $ |
| | Price (After Feb 21st) $230.00 |
| Email To: | |

**No electrical outlet required**

### Payment

☐ Paying by Check  
Check Payable to CONEXSYS  
Tax ID #76-0704632  
Total amount due in U.S. dollars  
TOTAL $ 

<table>
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<th>Account #</th>
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<td>Cardholder</td>
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**Please Note:**

- **Order Online:** [www.conexsysleads.com](http://www.conexsysleads.com)
  **Event Code:** EWE18
- **Order By Fax:** (877) 247-0864
- **Order By Mail:** CONEXSYS INTERNATIONAL  
  100 Cummings Center, Suite 320-H  
  Beverly, MA 01915  
  **Order by Email:** james@conexsys.com  
  For additional Information (978) 338-4194

Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area.  
On-site orders see CONEXSYS at the Lead Retrieval Services desk.

CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.
**Exhibitor Lead Menu (Optional)**

Exhibitor: ___________________________  Booth: _________

**REFERENCES: (MAXIMUM 8)**  
Ex. Sales Reps, Territories, Divisions, etc.  

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**PRODUCTS AND SERVICE:**  

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**FOLLOW UPS: (MAXIMUM 8)**

- [ ] 1. PHONE CALL
- [ ] 2. SALES VISIT
- [ ] 3. DEMONSTRATION
- [ ] 4. QUOTATION
- [ ] 5. SEND LITERATURE
- [ ] 6. HOT LEAD (URGENT)
- [ ] 7. SEE NOTES
- [ ] 8. READY TO PURCHASE
- [ ] 9. MAKES PURCHASING DEC.
- [ ] 10. ORDER PLACED AT SHOW

*PLEASE TYPE OR PRINT*