



New England Fishing and Outdoor Expo

January 26-28, 2018



(Formally Holiday Inn Boxborough)

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OFFICIAL EXPOSITION SERVICE CONTRACTOR

Information & Order Forms

PHOENIX

EXPOSITION

SERVICES, INC.

PHONE 508 792-1900

Send completed orders to:

orders@phoenixexpo.net

Boxboro Regency 508 263-8791
Use Reservation Code GFD

General Information

We are pleased to inform you that Phoenix Exposition Services, Inc. has been selected by **New England Fishing and Outdoor Expo 2018** to serve as your official exposition service contractor. For Accessories or services other than what is included with your booth space, we have enclosed our show service order forms. Please return completed forms as soon as possible.

NOTE: Use show Hotel Reservation code GFD for \$99.00 dollar room rate

A. BOOTH EQUIPMENT

Each booth will be set with:

- 8' high back wall,
- 3' high side rail
- 1 ID sign

1-5AMP/110V Electrical outlet and WI-FI is included

B. SHOW COLORS

Blue and Silver

C. BOOTH SIZE

10'W x 8'D, 20'W x 8'D, Special size exhibits available upon arrangement with the show organizer.

D. EXHIBITOR MOVE IN SCHEDULE

Wednesday, January 24, 6:00 PM – 10:00 PM
(Big stuff, Boats, Large displays ETC)

Thursday, January 25, 7:00 AM – 10:00 PM

Friday, January 26, 7:00 AM – 12:00 PM

E. SHOW HOURS

Friday, 1:00 PM – 8:00 PM

Saturday, 10:00 AM – 7:00 PM

Sunday, 10:00 AM – 5:00 PM

F. EXHIBITOR MOVE OUT SCHEDULE

Sunday, January 28 - 5:00 PM at close of show

Monday, January 29 - 7:00 AM-Noon

G. MATERIAL HANDLING

Material Handling services includes receiving packages, crates, and exhibit material, at our warehouse 30 days prior to the show or at the Convention Center during scheduled move in times. Delivery to the booth, removal and return of empty containers, and reloading to designated carriers at the end of the show. These services are offered at the attached rates and are the sole responsibility of each exhibitor and the company they represent.

H. LABOR

Our Labor service includes installation and dismantling for exhibits, overhead sign hanging and general labor. Phoenix Exposition Services Inc. is the only approved labor contractor allowed for this event.

I. SAFETY

Furnishings should never be utilized as a ladder. Use extreme caution during move-in and move-out times.

J. HELPFUL HINTS

- ✓ Familiarize yourselves with the Material Handling and show Guidelines to avoid any unexpected charges. Follow all shipping instructions.
- ✓ Complete and submit order forms for Furniture Booth Accessories, Material Handling, Labor, Booth Cleaning and Porter Services orders back to *Phoenix Exposition Services Inc.* at your earliest convenience.
- ✓ Pre-order furnishings to save on your order.

CREDIT CARD AUTHORIZATION

2018 NE Fishing & Outdoor Expo
Boxboro Regency
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1. ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. For your convenience in addition to cash or check, we also accept Master Card, Visa and American Express. Please notify the Company Representative who will be at the show site of our payment policy.
IMPORTANT: TO OBTAIN THE DISCOUNT PRICING FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.
2. Orders will not be processed until payment is received.
3. All credit card orders are subject to credit approval.
4. International exhibitors must prepay all services prior to show closing.
5. No credits will be issued after the closing of the show.

Please Note: There will be a returned check charge of \$25.00 for each returned check.

A credit card form is enclosed for your use. If you wish to charge orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight, overtime charges or miscellaneous items not paid before the close of the show will be charged to your credit card account where applicable.

Charge to:

American Express

Master Card

Visa

Account Number: _____

Sec. code: _____

Expiration Date: _____

Cardholder's Signature: _____

Please print clearly the following information:

Cardholder's Name: _____

Cardholder's Billing Address: _____

City / State / Zip: _____

Telephone #: _____ Fax #: _____

E-mail address: _____

Exhibitor: _____

FURNITURE & ACCESSORIES ORDER FORM

2018 NE Fishing & Outdoor Expo
Boxboro Regency
January 26-28, 2018

TABLES

QTY **UNDRAPED TABLES** PRE-PAID ON-SITE EXT.

QTY	DESCRIPTION	PRE-PAID	ON-SITE	EXT.
	2'W x 4'L	\$35.00	\$32.00	
	2'W x 6'L	\$37.00	\$45.00	
	2'W x 8'L	\$39.00	\$48.00	
	30" ROUND	\$34.00	\$42.00	
	40" LEG EXTENDERS	\$11.00	\$30.00	

SKIRTED DISPLAY TABLE 30" (H) SKIRT 3 SIDES

QTY	DESCRIPTION	PRE-PAID	ON-SITE	EXT.
	2'W x 4'L	\$60.00	\$66.00	
	2'W x 6'L	\$77.00	\$84.00	
	2'W x 8'L	\$90.00	\$100.00	
	30" ROUND	\$65.00	N/A	

SKIRTED DISPLAY COUNTERS 40" (H) SKIRT 3 SIDES

QTY	DESCRIPTION	PRE-PAID	ON-SITE	EXT.
	2'W x 4'L	\$72.00	\$84.00	
	2'W x 6'L	\$81.00	\$88.00	
	2'W x 8'L	\$87.50	\$95.50	

Circle Color:

White Blue Black Teal Gold Burgundy
Green Red

Exhibit and Display

Custom exhibits quoted upon request.

QTY **DESCRIPTION** PRE-PAID EXT.

QTY	DESCRIPTION	PRE-PAID	EXT.
	10' Wide velcro with lighted header sign	\$893.00	
	40" high modular counter with sliding doors	\$232.00	
	Table Top Exhibit with Velcro and lighted header	\$325.00	

Circle Color: Blue Black Gray

FURNITURE & ACCESSORIES

QTY **DESCRIPTION** PRE-PAID ON-SITE EXT.

QTY	DESCRIPTION	PRE-PAID	ON-SITE	EXT.
	Folding chairs	\$8.00	\$11.00	
	Padded side chair	\$26.00	\$25.00	
	Upholstered bar stool	\$37.00	\$35.00	
	Wastebasket	\$9.00	\$11.00	
	Easel	\$21.00	\$27.00	
	Bag rack	\$69.00	N/A	
	5 Pocket lit rack	\$79.00	N/A	

STANDARD BOOTH CARPET

QTY	DESCRIPTION	PRE-PAID	ON-SITE	EXT.
	9' x 10' Carpet	\$89.00	\$100.00	
	9' x 20' Carpet	\$158.00	\$179.00	
	9' x 30' Carpet	\$237.00	\$268.00	
	9' x 40' Carpet	\$315.00	N/A	

Circle Color:

Blue Red Green Gray Beige Black

ADVANCED ORDER SUMMARY

Tables	\$
Furniture & Accessories	\$
Exhibit and Display	\$
Carpet	\$
Total Charges	\$
MA Tax 6.25%	
Total	\$

Please complete and return to Phoenix Exposition Services, Inc.

Exhibiting Company

Exhibiting Address

City

State

Zip

Authorizes Name-Title

Telephone #

Fax #

Terms: Prepaid discount must include payment. Sales tax must be included. All credit card transactions are subject to credit approval. **All orders must be received 10 days to guarantee item or color.** Equipment is on a rental basis and remains the property of Phoenix Exposition Services, Inc. Items delivered to booth and canceled will be charged at 50% of the floor order rate.

MATERIAL HANDLING RATE

SCHEDULE

2018 NE Fishing & Outdoor Expo
Boxboro Regency
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A. SHIPMENTS TO PES WAREHOUSE

PHOENIX EXPOSITION SERVICES, INC. will receive crated, boxed or skidded shipments at our warehouse prior to show move in. Includes delivery to booth, storage of empty packing materials and return of outbound shipment from booth to outbound carriers. Uncrated and loose shipments will only be received at show site. The charge for this service will be:

_____cwt. (round to next cwt.) x **\$75.00** per cwt. \$ _____
(min. shipment 200 lbs.)

Label each piece and address all documents as follows:

Exhibiting Firm and Booth Number
NE Fishing and Outdoor Expo
c/o Phoenix Exposition Services, Inc.
9 Railroad Ave
Millbury, MA 01527

Receiving Hours are 9:00 am – 4:00 pm

Contact us for forklift or dedicated service
Additional charges may will apply.

B. SHIPMENT DIRECT TO SHOW SITE

Phoenix Exposition Services, Inc. will receive shipments at show site only during scheduled exhibitor move in. Rates include delivery to booth, storage of empty packing materials and return of outbound shipment from booth to loading dock. We accept no responsibility for direct shipment prior to scheduled set up days or shipment sent without material handling orders. The charge for this service will be:

_____cwt. (round to next cwt.) x **\$62.50** per cwt. \$ _____
(min. shipment 200 lbs.)

Exhibiting Firm and Booth Number
NE Fishing and Outdoor Expo
c/o Phoenix Exposition Services, Inc.
Regency
242 Adams Place Boxborough,
Boxoboro, MA 01719

All rates are per hundredweight (cwt.) and rounded off to the next cwt.. **200 lbs. minimum per shipment taken from B/L.** Shipments must be sent with freight charges prepaid. Collect shipments will not be accepted.

Rates are based on incoming weight only whether the above services are used completely or in part. All weights are taken from INBOUND Bill-of-Lading. Phoenix Exposition Services will assign shipments arriving without a bill-of-lading on approximate weight.

Un-crated, Un-skidded, Unwrapped shipments, non-standard carriers or crated shipments that require Special Handling will be charged an additional 30% each way.

C. OVERTIME

Overtime hours are Monday through Friday before 8:00 a.m. and after 4:30 p.m. anytime Saturday, Sunday and observed holidays; any shipments where driver has not checked in before 3:30 p.m. additionally when warehouse freight is moved into exhibit site on overtime. All handling performed on overtime will be charged an additional 30% each way.

D. LATE SHIPMENTS

To avoid Late Delivery charges have your shipments arrive one week prior to show move in date. A \$50.00 late delivery charge will be applied to your final material handling bill and charged to your credit card. The warehouse will receive shipments Monday – Friday 9:00 a.m. – 4:00 p.m. (except holidays).

E. RETURN TO WAREHOUSE

Exhibitors may choose to have freight returned to the PES warehouse for specific carrier pick up or storage.

In the event your specified carrier does not pick up your shipment at the convention center prior to PES completing tear down and load out.

Exhibits left on the show floor without forwarding instructions will be charged. An additional \$10.00

Per Cwt. With a \$50.00 minimum will be added to your drayage account

MATERIAL HANDING INFORMATION

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A. LIABILITIES

The terms and conditions of PHOENIX EXPOSITION SERVICES, INC. Liability Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

Route your shipments through carriers or services that provide bills of lading specifying a piece count.

A copy of the bill of lading indicating the number of pieces, proper description and weights should be forwarded to Phoenix Exposition Services, Inc. with the Carriers Pro # and Trailer #.

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

Shipments left on the floor without re-forwarding instructions will be shipped out or returned to our warehouse pending advice from the exhibitor (see above). NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH REROUTING OR HANDLING.

Confirm arrangements for re-forwarding your shipments at close of show by properly filling out Bills of Lading available at the service desk.

If exhibitor specified carrier fails to pick up or refuses shipment PHOENIX EXPOSITION SERVICES, INC. will be authorized to divert the shipment to another carrier at its discretion. Phoenix Exposition Services, Inc. will assume no liability in such instance.

B. LIABILITY AND INSURANCE BULLETIN

PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for damage to un-crated materials improperly packed or concealed damage. PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished to PHOENIX

EXPOSITION SERVICES, INC. BY EXHIBITORS will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

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

PHOENIX EXPOSITION SERVICES, INC. liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged, and in any event, PHOENIX EXPOSITION SERVICES, INC. maximum liability shall be limited to \$.30 per pound, maximum \$50.00 per claim.

PHOENIX EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever, for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit the same.

C. INSURANCE

It is understood that PHOENIX EXPOSITION SERVICES, INC. IS NOT AN INSURER, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitors' material should be insured from the time they leave their firm until they are returned after the close of the show.

The consignment or delivery of a shipment to PHOENIX EXPOSITION SERVICES, INC. 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. Exhibitor requiring additional insurance coverage should arrange to place same through their broker.

All shipments must be prepaid.

Show management has appointed PHOENIX EXPOSITION SERVICES, INC. as the Official Service Contractor to perform and provide necessary all Expo services and equipment.

MATERIAL HANDLING ORDER FORM

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Complete this order form and return to Phoenix Exposition Services, Inc. All **Advance Shipments** must be prepaid and should arrive at the advance warehouse no later than **January 24, 2018**. Shipments received after that date is subject to additional charges. **Direct Shipments** will only be received on the day of exhibitor setup, **Thursday, January 25, 2018**. Shipments sent to the show site prior to scheduled move in days may be refused. **Collect shipments will not be Accepted**. Shipments must be sent with freight charges prepaid.

Inbound Material Handling (Before the Show)

- We will ship Advance to **PES Warehouse**. Receiving 9 am – 4 pm
- We will ship Direct **to Hotel**. Only after contacting Phoenix Exposition Services, 508-792-1900

Shipping From _____	Carrier _____
Description _____	Arrival Date _____ / _____ / _____
Number of Pieces _____	Estimated Total Weight _____

Outbound Material Handling (After the Show)

- Return my materials to PES Warehouse for Carrier pick up with specific forwarding instructions.
Recommended for UPS, FEDEX (Return to warehouse charges applies)
- Freight will be picked up at show site. Arranged by exhibitor.

Shipping From _____	Carrier _____
Description _____	Arrival Date _____ / _____ / _____
Number of Pieces _____	Estimated Total Weight _____

This authorization must be completed below and returned to *Phoenix Exposition Services, Inc.* in accordance with the Material Handling and Rate Schedule; all orders are subject to Liability and Insurance Bulletin and the terms and conditions:

Exhibiting Firm _____

Company Address _____ City _____ State _____ Zip Code _____

Telephone _____ Fax _____ E-mail _____

Signature _____ Date _____ / _____ / _____

100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER

LABOR ORDER FORM

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Straight time Rates: \$49.50 per man-hour, 8:00 a.m. – 4:30 p.m. weekdays

Overtime Rates: \$87.50 per man-hour, before 8:00 a.m. and after 4:30 p.m.
Weekdays and all hours Saturday, Sunday and holidays
One-hour minimum per man. Floor orders add 10%

ADVANCED LABOR ORDER HOURS	DATE	TIME	# OF MEN	APPROX. HOURS	TOTAL
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Labor to install					
Labor to dismantle					

PLEASE INDICATE SUPERVISION PLAN:

Plan A – Exhibitor Supervision

All work is performed under the supervision of the exhibitor. Starting time can be guaranteed only in those instances where men are requested for the start of the working day, 8:00 a.m. One hour minimum charge per man if not picked up or canceled with 24-hour notice. The exhibitor representative must check in at the service desk to pick up men ordered and must check men out at the service desk upon completion of the work.

Name _____ Company _____

Plan B – Phoenix Exposition Services, Inc. I & D Supervision

All work is done under the direction of our personnel. Our charge for this service is 30% of your total labor bill (\$40 minimum). In order to complete the work without your representative present, we must have setup directions!

Billing Name _____
Billing Address _____ City _____
State _____ Zip Code _____ Telephone _____
Authorized by _____ Signature _____

**Make all checks payable to: Phoenix Exposition Services, Inc.
100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER.**