
EXHIBITOR SERVICE MANUAL



Suburban Boston Spring Home Show

Starland Sportsplex & Fun Park

Hanover, MA

January 21-23, 2022

CAPITAL
convention contractors

153 Northboro Road, Suite 6 | Southborough, MA 01772
capitalconventions.com | Fax: 508-481-1150

877-335-3700



Suburban Boston Spring Home Show

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Dear Exhibitor:

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the upcoming **Suburban Boston Spring Home Show**. In our commitment to a productive and smooth-running event, we have prepared the Exhibitor Service Manual with all the products and services necessary to plan a successful event.

Please carefully review all the information within this Exhibitor Manual and take advantage of advance order pricing by submitting your orders by the posted deadlines. In addition to Capital services, we have included all other ancillary service order forms that pertain to this event. Note that some of these forms are to be returned to the specific contractors and/or facilities who have jurisdiction over these services. Capital forms can be returned to our office by using the contact information listed at the bottom of each Capital order form.

For your convenience, please refer to the Event Quick Facts page for important event-specific information. If you have any additional questions about Capital's services or equipment, please do not hesitate to contact us at 877-335-3700 or help@capitalconventions.com.

Capital understands that your participation in this event is an important part of your company's marketing strategy, and we will work with you to make the event a complete success for you and your company!

Sincerely,



EVENT QUICK FACTS

BOOTH INFORMATION

Your allotted space is 10' wide x 10' deep.

Each space includes: 8' high back drape
 3' high side drape
 Exhibitor ID sign

Show colors are: Black & White

EXHIBIT HALL CARPET

Exhibit Hall is NOT Carpeted.

MATERIAL HANDLING

Capital Convention Contractors is not offering Material Handling Services for this event.

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **January 14, 2022** enjoy the discounted Advance Price as shown in this Manual. Standard pricing will prevail for all orders received after this date.

For non-Capital services, please refer to the specific contractors' order forms enclosed within this manual for pricing policies.

SHOW SCHEDULE

Exhibitor Set-up:	Thursday,	January 20	9:00 a.m. – 10:00 a.m.	<i>Oversized Exhibitors</i>
	Thursday,	January 20	10:00 a.m. – 5:00 p.m.	<i>General Move-In</i>
	Friday,	January 21	8:00 a.m. – 11:00 a.m.	<i>Late Set-up</i>
Exhibit Hours:	Friday,	January 21	11:00 a.m. – 8:00 p.m.	
	Saturday,	January 22	10:00 a.m. – 8:00 p.m.	
	Sunday,	January 23	10:00 a.m. – 5:00 p.m.	
Exhibitor Dismantle:	Sunday,	January 23	5:00 p.m. – 8:00 p.m.	

If you have any questions, please feel free to contact Exhibitor Services.
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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*																														
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		/																														
		*(3 digit MC/Visa 4 digit Amex)																														

Card Holder Name (please print) _____ **Signature** _____

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

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

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. Such costs will be charged to Exhibitor's credit card provided 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:

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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 valuables 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.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: January 14, 2022

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$101.40	\$126.35	
		6' X 2' - 30" HIGH	\$112.85	\$140.90	
		8' X 2' - 30" HIGH	\$124.30	\$154.95	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$124.30	\$154.95	
		6' X 2' - 40" HIGH	\$146.65	\$183.55	
		8' X 2' - 40" HIGH	\$169.50	\$211.65	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$56.15	\$70.70	
		6' X 2' - 30" HIGH	\$67.10	\$84.25	
		8' X 2' - 30" HIGH	\$78.50	\$98.30	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' - 40" HIGH	\$62.90	\$78.50	
		6' X 2' - 40" HIGH	\$73.85	\$93.60	
		8' X 2' - 40" HIGH	\$85.30	\$107.10	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$101.40	\$126.35	
		30" ROUND - 40" HIGH	\$112.85	\$140.90	
SPANDEX COVER FOR COCKTAIL TABLE - Black, White, or Blue Only		30" ROUND - 30" or 40"	\$52.00	\$64.00	
TABLE RISERS		4' X 10" HIGH	\$68.65	\$85.30	
		6' X 10" HIGH	\$79.55	\$100.35	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$51.50	\$63.95	
		6' OR 8' COUNTER	\$51.50	\$63.95	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$10.90	\$15.60	
		3' HIGH PER LINEAR FT	\$7.80	\$9.90	

****IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED****

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	\$ _____
MA TAX 6.25 %	\$ _____
GRAND TOTAL	\$ _____

Don't see what you need?
Call Exhibitor Services for additional options.
877-335-3700

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.

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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: January 14, 2022

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		UPHOLSTERED BAR STOOL	\$67.10	\$84.25	
		PADDED ARM CHAIR	\$56.15	\$70.70	
		PADDED SIDE CHAIR	\$51.50	\$65.00	
		FOLDING CHAIR	\$16.10	\$20.80	
ACCESSORIES		6' DISPLAY CASE W/SHELVES	\$397.80	\$497.65	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$199.15	\$250.10	
		4' X 8' DISPLAY BOARD	\$159.10	\$199.15	
		LITERATURE RACK	\$85.30	\$107.10	
		CHROME 22" x 28" SIGN HOLDER	\$67.60	\$84.50	
		BAG RACK	\$73.85	\$92.55	
		GARMENT RACK	\$73.85	\$92.55	
		TRIPOD EASEL	\$28.60	\$36.90	
		RAFFLE DRUM	\$68.65	\$85.30	
		7 GALLON WASTEBASKET	\$18.70	\$22.90	
		8' ALUMINUM BACK POST W/BASE	\$28.60	\$36.90	
		6'-10' ADJUSTABLE CROSS BAR	\$17.15	\$20.80	

Don't see what you need?
Call Exhibitor Services for additional options.
877-335-3700

SUB TOTAL	\$	_____
MA TAX 6.25 %	\$	_____
GRAND TOTAL	\$	_____

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- ❖ 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.
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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.

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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.

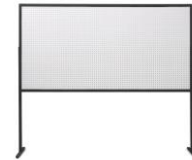
Accessories



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.

STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: January 14, 2022

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
BLUEJAY TUXEDO (If no color is chosen, GREY will be delivered automatically)

STANDARD CARPET

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$135.20	\$169.50	
	9 x 20	\$270.40	\$339.05	
	9 x 30	\$405.60	\$507.00	

PADDING & VISQUEEN

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

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.55	\$2.10	
	Visqueen	\$1.55	\$1.80	

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$3.10 sq. ft. = _____
Floor Price: Booth size _____ (100 sq. ft. min) x \$4.15 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 \$5.70 sq. ft. = _____
Please call Exhibitor Services for Prestige Carpet Color Choices

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- ❖ 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	\$ _____
MA TAX 6.25%	\$ _____
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 _____

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Electrical Order Form

Home Show

January 21 - 23, 2022

Starland Sportsplex & Fun Park

645 Washington Street, Hanover, MA 02339

Please complete the credit card information below and email your order form to

Erica.Berry@acsshows.com.

Company Name: _____ Booth # _____

Address: _____

Phone # _____

Representative (print your name) _____

Signature: _____

Advanced Ordering Deadline is January 19, 2022.

Qty	Booth Power Devices	* Advance Order Price	Show Order Price	Total Price
	110 volt receptacle 1000 watts	\$150.00	\$200.00	
			Total (Includes Taxes)	

Please charge my:

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Card #: _____ Exp Date: _____ Security Code: _____

I hereby authorize a charge in the amount of \$ _____ as payment for electrical services from American Consumer Shows.

I agree to pay the stated amount in full when billed, or in extended payments in accordance with the standard policy of the issuing credit card company.

Signature of Cardholder: _____ Date: _____

Credits WILL NOT be issued after show ends on Sunday if you have a problem with electric please take care of it during show days.

All items must be paid-in-full before electric service will be installed.

No refunds on unused or undelivered service reported after the show opens.

Any additional electrical needs, please email Ops@ACSshows.com