

Official Expo Service Contractor

Exhibitor Service Manual



New England Products Trade Show
nepts.com
SETUP DATE: Friday, March 11, 2011
March 12-14, 2011 (Saturday-Monday)

Portland Sports Complex
Portland, Maine
portlandsportscomplex.com

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Welcome

Green Tree Event Consultants provides official exhibitor services such as electrical, furniture & accessories, carpet and additional labor services. We appreciate your business and look forward to helping you prepare for your show. Thank you!

Important Information

1. Please submit order forms for the items you need (via mail or fax). **Orders are not processed until payment is received either via check, cash or credit card.**
 2. All accounts must be settled prior to the close of the show. No credits are issued after the closing of the show. Returned checks are charged \$25.
 3. Charges for outbound labor, freight or other unpaid items will be charged to your credit card.
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Prepaid Pricing Deadline

To receive the lower prepaid pricing rates, full payment must be received with your order by:
March 4, 2011.

Credit Card Authorization

SHOW

NEW ENGLAND PRODUCTS TRADE SHOW 2011

COMPANY

CONTACT

PHONE NUMBER

CREDIT CARD BILLING ADDRESS

ZIP CODE

V-CODE (LAST THREE DIGITS ON BACK OF CARD)

AMOUNT OF PAYMENT

CREDIT CARD NUMBER

EXPIRATION DATE

CARD TYPE

MASTERCARD

VISA

DISCOVER

SIGNATURE

DATE

CONTACT PERSON ON SITE:

CELL PHONE

BOOTH NUMBER:

Items I'm ordering:

Electrical Carpet/Furnishings

Materials Handling Labor Other

GENERAL INFORMATION

To help our exhibitors manage the details of exhibiting, we coordinate the details for other services you may wish to order. Those items might include additional electrical, carpeting, labor to set up your booth and other items which are not included in your booth package. **Please return your completed order forms as soon as possible for best pricing.**

A. Booth Equipment

Each booth will be set with:

- 8' high backwall
- 8' high sidewall
- 1, 5 amp outlet
- 1 wastebasket
- 1 ID sign (7" x 40" with company name, booth #)

B. Show Colors

Cream

C. Booth Size

Please refer to your package ordered for specific booth size.

D. Exhibitor Move In Schedule

Friday, March 11th, 2011.

Your specific load in time is determined by your booth location. Check the floor plan for your designated load-in time.

E. Exhibitor Move Out Schedule

Monday, March 14th, 2011 at close of show (4pm).

F. Material Handling

We can provide pre-show material handling services including:

- receipt of packages, crates, and exhibit materials at our warehouse up to 30 days prior to the show
- receipt of materials during move in
- delivery of materials to booth
- removal and return of empty containers
- reloading to designated carriers at show close
- 8' high sidewall

Services are provided at the attached rates and are the sole responsibility of each exhibitor and the company they represent.

G. Labor

Our labor services include:

- installation and removal of exhibits
- overhead sign hanging
- general labor

All contractors working in the exhibit hall must be approved by Giraffe Events or Green Tree Event Consultants and show proof of insurance.

H. Safety

Furnishing should not be used as ladders. Smoking is prohibited in the exhibit hall. Please use extreme caution during move-in and move-out times.

I. Helpful Hints

- **Pre-order furnishings** to save money.
- **Review the material handling and labor guidelines** to avoid unexpected charges.
- Follow all **shipping instructions**.

J. Fire Safety

If you plan to use your own drape or other cloth material in your booth, you must have a certificate showing proof of fire rating. This certificate should be available to show the fire inspector at your booth.

K. Show Site Shipping Address

Materials sent directly to the show site will not be accepted prior to March 9, 2011. All packages should be addressed as follows:

<p>[Exhibiting Company Name/Booth Number] Box _____ of _____ NEW ENGLAND PRODUCTS TRADE SHOW Portland Sports Complex 512 Warren Avenue Portland, ME 04103</p>

** Any shipment not hand-delivered directly to your booth by the carrier will incur handling charges at the prevailing rate.*

Electrical Service - Order Form

PREPAID RATES apply only to orders paid in full 5 days prior to move in day - March 4, 2011.

STANDARD RATES apply to orders after the 5 business day cut off date; no exceptions.

Electrical service will be supplied when orders are paid in full. The proper amount of amperage for your machinery, exhibit, lights or appliances is the sole responsibility of the exhibiting firm. Green Tree Event Consultants reserves the right to adjust any electrical service order to insure your safety. Adjusted orders will be billed at the standard rate less the prepaid amount of your original order. All equipment supplied by the exhibitor must pass local and national code guidelines. All equipment is subject to our installers approval.

Company: _____ Contact _____

Cell Number: _____

ITEM	PREPAID	STANDARD	QUANTITY	TOTAL
Electrical first 5 amps - FREE with booth		-		
5 amps (550 watts) single outlet	\$65	\$85		
10 amps (1100 watts) duplex outlet	\$80	\$100		
20 amps (2200 watts) quad box	\$95	\$115		
FLOOD LIGHTING				
100 watt post, 2 heads	\$68	\$75		
250 watt flood bar, 4 heads	\$90	\$105		
SPECIAL ELECTRICAL SERVICE				
*208 volts single phase/single connection				
10 amp (1100 watts)	\$140	\$180		
20 amp (4000 watts)	\$165	\$220		
SERVICE ACCESSORIES				
Quad box	\$10	\$20		
Extension cord (25 feet)	\$20	\$30		
SUB TOTAL (Electrical)				
SALES TAX (5% - MAINE)				
TOTAL				

How do I know how much power I need to order?

If you're not sure how much power you need, we've listed a few items to help you determine your needs.

Standard Laptop250-550 watts

Standard Desktop PC400-700 watts

Halogen Lights, 2-250 watts 500 watts

You may group certain items on a single circuit as long as they don't exceed the overall limit ordered. However, some equipment requires its own circuit to run properly. For example, microwaves and refrigerators require their own circuit--so a laptop and microwave should not be combined on a single circuit.

FURNITURE AND ACCESSORIES ORDER FORM

PREPAID RATES apply only orders paid in full 5 days prior to move in day - **March 4, 2011.**

All orders must be received 7 days prior to event to guarantee item or color.

Note: The Portland Sports Complex floor is astroturf; carpet is optional.

Company: _____ Contact _____

FURNITURE ITEMS	PREPAID	STANDARD	QUANTITY	TOTAL
TABLES - UNDRAPED				
2'W x 4' L	\$15	\$25		
2'W x 6' L	\$25	\$30		
2'W x 8' L	\$25	\$30		
30" round	\$25	\$30		
40" leg extensions	\$15	\$30		
TABLES - SKIRTED (30" H)				
2'W x 4' L	\$55	\$60		
2'W x 6' L	\$70	\$75		
2'W x 8' L	\$80	\$90		
30" round	\$42			
COUNTERS - SKIRTED (40' H)				
2'W x 4' L	\$58	\$60		
2'W x 6' L	\$67	\$73		
2'W x 8' L	\$80	\$88		
OTHER				
Folding Chairs	\$5	\$10		
Easel	\$20	\$25		
SUB-TOTAL (Tables/Chairs/Easels)				

Please check color: White Blue Black Teal Gold Plum Red Green

CARPET	PREPAID	STANDARD	QUANTITY	TOTAL
8' X 10'	\$79	\$90		
10' X 10'	\$100	\$125		
SUB-TOTAL (Carpet)				

Please check color: Blue Plum Red Green Gray

ADDITIONAL CARPET ACCESSORIES	Length	Width	Price per sq ft	TOTAL
Carpet padding (length x width):			\$0.85	
Custom carpet sizing (includes installation):			\$1.50	
SUB-TOTAL (Carpet Accessories)				
SUB-TOTAL ALL				
SALES TAX (Maine - 5%)				
GRAND TOTAL				

ADVANCED LABOR ORDER FORM

PREPAID RATES (\$55 per hour) apply only orders paid in full 5 business days prior to move in day - March 4, 2011. STANDARD/FLOOR RATES are \$60 per hour.

Exhibitors who would like assistance in booth setup can arrange for labor onsite as follows.

Please complete order form below:

	DATE	TIME	# OF MEN	APPROX HOURS	TOTAL HOURS	RATE/HOUR	TOTAL COST
ADVANCED LABOR							
Labor to install						\$55	
Labor to dismantle						\$55	
Labor to move in/out						\$55	
TOTAL							

Company: _____ Contact _____

Please select your plan and return completed forms:

A. Exhibitor Supervision

All work is performed under the supervision of the exhibitor.

B. Giraffe Events Supervision

All work is done under the direction of our personnel.

Our charge for this service is \$55 per hour.

(Setup instructions must be provided)

Name: _____

Company: _____

Cell phone of on-site representative:

Frequently Asked Questions

When will power be installed?

Power will be installed prior to show opening.

How much power do I need?

Power is based on voltage, then on total wattage or amperage of your items.

For 120 Volts:

Common home/office equipment that plugs into a standard wall outlet (in North America) will require 120 volt power. The wattage or amperage of the item is usually located on the back or bottom (we've listed few common items on the electrical order form). Simply add the wattage of each piece. If power usage is rated in amps, convert into watts as follows:

1 amp = 100 watts

For lighting, simply add the total wattage of the bulbs. Add the equipment and lighting wattages together for the total power requirements.

For 208 Volt and Higher

Please contact us directly to answer any questions you may have.

How many outlets do I get?

You have one outlet included in your booth package. If you have multiple items to plug in, a power strip will be necessary.

Can I bring my own extension cords and power strips?

Exhibitors can use their own equipment as long as

- strips have circuit protection and UL listed
- equipment must be 3wire and UL listed
- equipment is in good working condition

Is the price for power per day?

Power is priced for an entire show, not per day.

Where will the power be located?

Power is provided at the back of the booth on the floor.

Can I bring my own carpet?

Yes, you may bring your own carpet as long as it meets fire safety standards.

Need more help?

We want you to have a successful show. If we can provide assistance, please call and ask for our Exhibitor Service Desk at the number below.