

**Fall Rhode Island Home Show  
Rhode Island Convention Center  
Providence, RI  
November 12-13, 2011**

**TO ALL EXHIBITORS:**

We are pleased to inform you that *SER exposition services* has been selected by **Fall Rhode Island Home Show** to serve as your Official Service Contractor.

Exhibitors have three ways to order additional exhibitor materials and to access facility policies, procedures and utility forms:

**1. Order all your materials online through our secure server.**

To order online go to our website at **serexpo.com** and click the gold "Order Online" link in the lower right hand corner. If you agree with the terms and conditions proceed by entering your Show ID Number. Then enter your case sensitive password.

Your Show ID Number and Password are:

**Show ID Number: 11122011A**

**Password: Incxusub**

*Online Ordering will not be available for this show after November 3, 2011.*

**2. Fax or Mail order forms by downloading your Exhibitor Services Manual from our website.**

If you do not feel comfortable ordering online you may download your Exhibitor Services Manual and fax or mail the forms to *SER exposition services* directly. You will be downloading a .pdf file and you must have Adobe Acrobat Reader to read this file. You will be able to download Adobe Acrobat Reader from our website.

To download your Exhibitor Services Manual go to our website at **serexpo.com** and click the gold "Order Online" link in the lower right hand corner. If you agree with the terms and conditions proceed by entering your Show ID Number. Then enter your case sensitive password.

Your Show ID Number and Password are:

**Show ID Number: 11122011A**

**Password: Incxusub**

*Online Ordering will not be available for this show after November 3, 2011.*

**3. If you do not have or have limited Internet capabilities**

Please contact us at 508-757-3397 to have an Exhibitor Services Manual faxed, emailed or mailed to you.

**If you have any questions during your ordering process please visit the FAQ's page. If you cannot find your answer here, please call us at 508-757-3397.**

**ALL ORDERS AND PAYMENT MUST BE RECEIVED BY NOVEMBER 3, 2011.**

## ***SER exposition services***

35B New Street  
Worcester, MA 01605  
(508) 757-3397  
(508) 757-9136 (Fax)  
www.serexpo.com

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Dear Exhibitor:

We are pleased to announce that *SER logistics* is now available to assist you with all of your tradeshow transportation needs!

*SER logistics* can arrange to move all of your tradeshow materials into and out of your next event. From Same Day to Truckload to everything in between, we can provide hassle free options to get your materials where they need to be, when they need to be there!

For assistance with quoting your tradeshow shipment, you may contact *SER logistics* by emailing [logistics@serexpo.com](mailto:logistics@serexpo.com), or call our helpful specialist at 508-757-3397 ext 113. We look forward to exceeding your expectations regarding your tradeshow needs.



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TO ALL EXHIBITORS:

We are pleased to inform you that *SER exposition services* has been selected by Fall Rhode Island Home Show to serve as your Official Service Contractor. Besides the ability to order additional materials, you will find policies and procedures for the Rhode Island Convention Center that you must be aware of and adhere to.

**BOOTH EQUIPMENT:** Each booth will be set with an 8' high back wall, 3' high side rails and one 7" x 44" Exhibitor ID sign with booth number.

**SHOW COLORS:** **Burgundy and Black**

**BOOTH SIZE:** **10' x 10'**

**AISLE CARPET COLOR:** **Burgundy**

**EXHIBITOR MOVE-IN:** **Friday, November 11, 2011, from 8:00 AM to 7:00 PM**

**SHOW HOURS:** **Saturday, November 12, 2011, from 10:00 AM to 6:00 PM**  
**Sunday, November 13, 2011, from 10:00 AM to 5:00 PM**

**EXHIBITOR MOVE-OUT:** **Sunday, November 13, 2011, from 5:00 PM to 9:00 PM**  
**All exhibitors must be out of the facility by 9:00 PM, there will be no exceptions.**  
ALL CARRIERS MUST CHECK IN BY 7:00 PM

**SHIPPING: ADVANCE RECEIVING AT THE WAREHOUSE:**  
*SER exposition services* will accept crated, boxed or skidded materials beginning thirty (30) days prior to show set-up date.

**DIRECT SHIPMENTS TO EXHIBIT FACILITY:**  
*SER exposition services* will receive shipments at the exhibit facility beginning on move-in day only. Shipments sent directly to the Rhode Island Convention Center earlier than move-in day **will be refused.**

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

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

For services other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **ALL ORDERS AND PAYMENT MUST BE RECEIVED BY NOVEMBER 3, 2011.** A credit card on file with *SER exposition services* is required for all exhibitor orders. Please include 7% RI Sales and Use Tax.

If you need assistance, additional information or special services, please contact us at (508)757-3397 or fax (508)757-9136. **You may also find answers to your questions by visiting our website at serexpo.com.**





# FURNITURE & BOOTH ACCESSORIES ORDER FORM

Complete Order Form - Mail to:

## SER exposition services

35B New Street  
Worcester, MA 01605  
(508) 757-3397  
(508) 757-9136 (Fax)

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RENTAL of special booth furnishings listed below are for use during the show and INCLUDE delivery to and removal from the Booth.

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY NOVEMBER 3, 2011**

### TABLES

#### UNSKIRTED 30" HIGH

Qty		Discount Price	Regular Price	Subtotal
	2' x 4'	33.80	48.20	
	2' x 6'	41.30	58.95	
	2' x 8'	48.80	69.10	
	30" Round Tables	44.50	57.90	
	40" Extension Legs Set	14.00	17.20	
	Ln ft of white Vinyl Covering	1.90	2.70	

#### SKIRTED TABLE 30" HIGH - VINYL TOP - SKIRT 3 SIDES

Qty		Discount Price	Regular Price	Subtotal
	2' x 4'	74.45	96.40	
	2' x 6'	90.00	117.85	
	2' x 8'	106.50	138.20	
	30" Round Tables (Skirted all around)	80.35	104.45	

#### SKIRTED TABLE 40" HIGH - VINYL TOP - SKIRT 3 SIDES

Qty		Discount Price	Regular Price	Subtotal
	2' x 4'	88.40	114.90	
	2' x 6'	106.50	137.95	
	2' x 8'	116.80	151.85	
	30" Round Tables	99.10	128.80	

#### SPECIAL DRAPERY/SKIRTING

	Discount Price	Regular Price	Subtotal
Ft of 8' high drape per linear foot	10.75	13.65	
Ft of 3' high drape per linear foot	8.90	11.55	
Table Skirt Only	26.80	37.50	
Order 4 <sup>th</sup> Side skirting **Draped on 3 sides only	26.80	37.50	

Circle Skirt/Drapery Color: White - Blue - Navy Blue - Red - Dusty Rose - Burgundy - Black - Silver - Teal - Green - Gold - Plum - Violet - Terracotta - Beige

#### TABLE TOP RISERS VINYL TOP - SKIRT 3 SIDES

	Discount Price	Regular Price	Subtotal
One Step 10" x 4'	64.80	83.30	
Two Step 20" x 4'	126.90	165.60	
One Step 10" x 6'	76.55	88.25	
Two Step 20" x 6'	150.50	195.15	
Order 4 <sup>th</sup> Side skirting **Draped on 3 sides only	5.25	8.40	

Circle Skirt Color: White - Blue - Red

### FURNITURE & ACCESSORIES

QTY		Discount Price	Regular Price	Subtotal
	Folding Chairs	12.90	16.75	
	Upholstered Arm Chair	54.65	71.05	
	Upholstered Side Chair	47.15	61.30	
	Upholstered Stool with back	58.95	76.65	
	Wastebasket (7 Gallon)	14.50	18.85	
	Tripod Display Easels	29.45	38.30	
	Chrome Stanchion Post	70.78	92.00	
	Velour Cord 8' Length	35.40	46.00	
	Garment Rack	58.10	Advance Only	
	Bag Rack	57.70		
	Literature Rack	88.00		
	4' x 8' Posterboard Double Sided	187.45		
	Park Bench	157.50		

### STANDARD CARPET

	Discount Price	Regular Price	Subtotal
9' x 10' Carpet	118.00	153.00	
9' x 20' Carpet	236.00	305.00	
9' x 30' Carpet	353.00	457.00	
9' x 40' Carpet	471.00	609.00	
Custom Size Carpet* Enter Size _____ x _____	2.70 Per sq ft	3.00 Per sq ft	
Carpet Padding Enter Size _____ x _____	1.10 Per sq ft	1.30 Per sq ft	
Front Rug Taping Enter Booth Width _____	\$0.90 Per lin ft	\$0.95 Per lin ft	

\*Price includes cutting, laying and taping seams and front edges.

### Circle Carpet Color:

Red Black Gray Green Plum Blue Burgundy Teal Violet

### TOTAL ORDER:

Subtotal.....\$ \_\_\_\_\_  
7% RI Tax.....\$ \_\_\_\_\_  
Total Due.....\$ \_\_\_\_\_

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY NOVEMBER 3, 2011**

Company Name \_\_\_\_\_ Booth number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CANCELLATION POLICY:** Items ordered & delivered to booth but subsequently canceled will be charged at 50% of price. All adjustments to charges are to be made at Rhode Island Convention Center. **NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.** ■ Discount prices are only available on or before November 3, 2011. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.

SER118

# SER exposition services

35B New Street  
 Worcester, MA 01605  
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## Grid Walls and Accessories

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

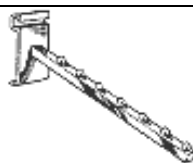
Cost includes delivery, set-up and tear down of selected rental unit.

**RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY OCTOBER 27, 2011 TO QUALIFY FOR DISCOUNT PRICING. LATE ORDERS...ADD 30% and are subject to availability.**

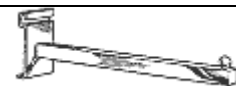
	<p>2' x 8' Grid Sections</p> <p>Grid connectors included with each attached section.</p> <p>Please include total number of connectors needed</p> <p><b>\$41.00 each</b></p>	<b>ORDER TOTAL</b>	
		<p>Grid Sections _____ @ \$41.00 each \$ _____</p> <p>Grid Connectors 3 per 2 sections @ No Charge _____</p> <p>T-Base legs _____ @ \$31.00 per set \$ _____</p> <p>Square 12" Face Out _____ @ \$7.00 each \$ _____</p> <p>Waterfall Ball Hooks _____ @ \$7.00 each \$ _____</p> <p style="text-align: right;">Sub Total \$ _____</p> <p style="text-align: right;">7% RI Tax \$ _____</p> <p style="text-align: right;">Order Total \$ _____</p> <p style="text-align: center;">RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY <b>OCTOBER 27, 2011</b> TO QUALIFY FOR ABOVE PRICING. LATE ORDERS...ADD 30% and are subject to availability.</p>	



T-Base legs  
**Set of Two \$31.00 per set**



Waterfall Ball Hooks  
**\$7.00 each**



Square 12" Face Out  
**\$7.00 each**

COMPANY		BOOTH NUMBER	
ADDRESS	CITY	STATE	ZIP
AUTHORIZED NAME	TELEPHONE NUMBER	FAX NUMBER	

**CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 50% of price. All adjustments to charges are to be made at Rhode Island Convention Center. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available or before date. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event.**

■ Equipment is on a rental basis and remains the property of SER exposition services.



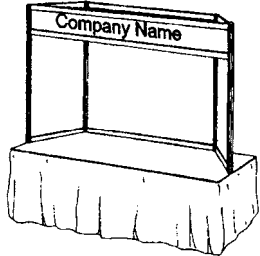
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**MODULAR RENTAL EXHIBITS**

**TABLETOP**

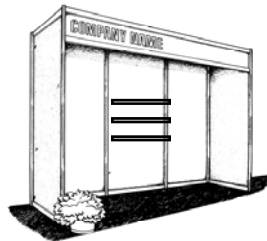


\$525.00

**INCLUDES**

- Labor to install and dismantle
  - 6' skirted table
  - Header with your company name
  - Choice of backwall panels
- Lighting not included**

**10' BACKWALL**

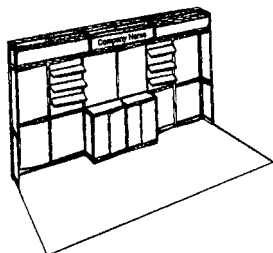


\$1250.00

**INCLUDES**

- Labor to install and dismantle
  - Header with your company name
  - Choice of backwall panels
  - Three 39" shelves
  - Choice of carpet color
- Lighting not included**

**20' BACKWALL**



\$2500.00

**INCLUDES**

- Labor to install and dismantle
  - Header with your company name
  - Choice of backwall panels
  - Six 39" shelves, plus two display counters
  - Choice of carpet color
- Lighting not included**

**CHOOSE YOUR BACKWALL**

Blue Velcro \_\_\_ White Hardwall \_\_\_ Pegboard \_\_\_

**CHOOSE YOUR CARPET COLOR**

(10' & 20' EXHIBITS ONLY)

Blue \_\_\_ Red \_\_\_ Green \_\_\_ Teal \_\_\_  
 Grey \_\_\_ Plum \_\_\_ Burgundy \_\_\_ Violet \_\_\_

**INDICATE YOUR HEADER COPY**

*Includes text in black block lettering. Special graphics and logos available-please send us your specifications for a price quote.*

\_\_\_\_\_

**ADDITIONAL SHELVES (39")** \_\_\_ @ \$21.00 each

**ADDITIONAL DISPLAY COUNTERS**

(39"X40"X18") \_\_\_ @ \$250.00 each

**LIGHTING FIXTURES**

\_\_\_ \$100.00 (TABLETOP)  
 \_\_\_ \$100.00 (10' DISPLAY)  
 \_\_\_ \$200.00 (20' DISPLAY)

*(NOTE! Above prices are for fixtures only, electrical power must be ordered separately.)*

**RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY OCTOBER 27, 2011 TO QUALIFY FOR ABOVE PRICING. LATE ORDERS...ADD 30%.**

**EXHIBIT COST** \$ \_\_\_\_\_  
**OPTIONS** \$ \_\_\_\_\_  
**7% RI TAX** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

**COMPANY** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_

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**MATERIAL HANDLING INFORMATION/RATE SCHEDULE**

**SHIPMENTS TO WAREHOUSE:** SER exposition services will receive crated, boxed or skidded shipments at SER warehouse and will provide 30 days storage prior to show, delivery to booth, storage of empty packing materials and return of out-bound shipment from booth to loading dock. The warehouse will receive shipments Monday through Friday from 8:00 AM to 4:30 PM (except holidays).

**All rates are per hundred weight (cwt) and rounded off to the next cwt, 200 lbs. minimum per shipment, taken from the Bill of Lading and subject to reweighing by SER exposition services.**

*Example 2400 pounds = 24 cwt's x \$\$\$\$ per cwt = material handling charge.*

The charge for this service will be \_\_\_\_\_ pounds = \_\_\_\_\_ cwt's (round to next cwt) x \$69.00 per cwt = \$ \_\_\_\_\_.  
There is a minimum charge \$138.00.

Label each piece and address all documents as follows: **COMPANY NAME AND BOOTH #**  
**ARRIVAL ON or BEFORE: NOVEMBER 3, 2011** **FALL RHODE ISLAND HOME SHOW:**  
C/O SER exposition services  
35B New Street  
Worcester, MA 01605

**SHIPMENTS DIRECT TO RHODE ISLAND CONVENTION CENTER:** SER exposition services will receive shipments at Rhode Island Convention Center **only during scheduled exhibitor move-in.** Includes delivery to booth, storage of empty packing materials and return of outbound shipment from booth to loading dock. **All rates are per hundred weight (cwt) and rounded off to the next cwt, 200 lbs. minimum per shipment, taken from the Bill of Lading and subject to reweighing by SER exposition services.**

The charge for this service will be \_\_\_\_\_ pounds = \_\_\_\_\_ cwt's (round to next cwt) x \$65.00 per cwt = \$ \_\_\_\_\_.  
There is a minimum charge of \$130.00.

Label each piece and address all documents as follows: **COMPANY NAME AND BOOTH #**  
**ARRIVAL ONLY ON: NOVEMBER 10-11, 2011** **FALL RHODE ISLAND HOME SHOW:**  
C/O SER exposition services  
Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903

**All common carriers, van line or air freight charges are the sole responsibility of the exhibiting company.**

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 and subject to reweighing by SER exposition services. Shipments arriving without a bill-of-lading will be assigned a weight by SER exposition services.

**SPECIAL HANDLING** Uncrated, unskidded or unwrapped shipments, non-standard carriers (including UPS and FedEx), or crated shipments that require special handling will be charged an additional **30%** to above rates.

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

**LATE DELIVERY:** Shipments received at the warehouse less than one week prior to show move-in day will be charged an additional **\$7.00 per cwt, \$50.00 minimum.** Deliveries made to the warehouse after exhibitor move-in has started will be billed an additional charge for delivery to Rhode Island Convention Center.

**RETURN TO WAREHOUSE:** Shipments returned to SER warehouse at close of show for reforwarding or storage will be charged an additional **\$10.00 per cwt, \$75.00 minimum.**

**SPECIAL SERVICES AND RATES** Steel banding or shrink wrap for the packaging of displays and equipment is available through SER exposition services at prevailing rates. This service must be ordered in advance by November 3, 2011.

## MATERIAL HANDLING INFORMATION/RATE SCHEDULE (CONTINUED)

**LIABILITIES:** The terms and conditions of *SER exposition services* Liability and Insurance Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

**SHIPMENTS ARRIVING WITHOUT ADVANCE WRITTEN ORDER** will automatically be handled and charged as described herein and the consignment or delivery of a shipment to *SER exposition services* by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

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

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

### LIABILITY AND INSURANCE BULLETIN

*SER exposition services* shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

*SER exposition services* shall not be responsible for loss, theft or disappearance of exhibitor's material after same have been delivered to the exhibitor's booth.

*SER exposition services* shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to *SER exposition services* by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

*SER exposition services* shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

*SER exposition services* is not a motor carrier or broker and does not perform transportation or brokerage services. With respect to any request for transportation by the exhibitor, *SER exposition services* will refer exhibitor's request to a transportation broker, who will arrange for the transportation of exhibitor's booth via duly registered motor carriers. *SER exposition services* is not a party to any bills of lading issued by motor carriers to exhibitor for the transportation of exhibitor's booth or goods, and the terms of any bills of lading shall be determined as between the motor carrier and exhibitor. Under no circumstances will *SER exposition services* have any liability for loss, damage, or delay to any shipment caused by or resulting from the transportation services of a motor carrier.

**DAMAGE TO SHIPMENTS:** *SER exposition services* liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event *SER exposition services'* maximum liability shall be limited to \$0.30 per pound, maximum \$50.00 per claim. *SER exposition services* shall not be liable to any extent whatsoever, for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

### INSURANCE

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

**RHODE ISLAND CONVENTION CENTER  
LABOR GUIDELINES AND NON-OFFICIAL CONTRACTOR RULES  
FOR EXHIBITOR PARTICIPATION**

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this document, please address them to **SER EXPOSITION SERVICES** directly.

**MATERIAL HANDLING**

**Union regulations require that the official drayage contractor off-load all equipment and display material from all trucks, common carriers and van lines. The use of loading docks, fork trucks and pallet jacks are permitted only by SER EXPOSITION SERVICES personnel.**

Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as: two wheeled hand trucks and four wheeled flat trucks. The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than **SER EXPOSITION SERVICES**. Any crated materials must be handled by union personnel.

**BOOTH LABOR**

The unpacking, erection, assembling, dismantling and packing of displays and equipment may be done by registered full-time employees of an exhibiting company. **SER EXPOSITION SERVICES** will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through **SER EXPOSITION SERVICES**. Official labor order forms are included in the exhibitor service manual.

Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their own booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, but may supervise only.

Non-Official installation and dismantling Contractors must use labor supplied by **SER EXPOSITION SERVICES**. Supervision by the Non-Official is allowed.

The following is required:

- A. Exhibitor must advise **SER EXPOSITION SERVICES** by mail, thirty days prior to the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise the erection of their exhibit.
- B. Non-Official must furnish proof of adequate insurance, in the form of a policy rider furnished by their broker to **SER EXPOSITION SERVICES**.
- C. Non-Official must furnish Show Management the names, addresses and telephone numbers of key executives for emergency contact.
- D. All personnel must be properly badged at RICC.

Installation and dismantling Contractors (supervisors) will be allowed on the exhibit floor only during official installation and dismantling hours, and must be identified with a temporary work pass, either supplied by Show Management or **SER EXPOSITION SERVICES**.

**TIPPING**

Our work rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

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**MATERIAL HANDLING ORDER FORM**

**INBOUND SHIPMENTS**

Complete this order form and return promptly to *SER exposition services*. **All shipments must be prepaid** and should be shipped to arrive at our warehouse no later than one week prior to the initial installation date to avoid late delivery charges. **Late shipments** are subject to additional handling and delivery charges. **Direct shipments** sent directly to Rhode Island Convention Center will be received **only on the day of exhibitor move-in**. Shipments sent to the **Rhode Island Convention Center** prior to exhibitor set up **will be refused**.

**ALL MATERIAL HANDLING CHARGES MUST BE PREPAID PRIOR TO SHOW OPENING**  
**Collect Shipments will not be accepted**  
**ALL ORDERS & PAYMENT MUST BE RECEIVED BY NOVEMBER 3, 2011**

We will be shipping to warehouse \_\_\_\_\_ We will be shipping direct \_\_\_\_\_

Shipped from: \_\_\_\_\_ Carrier: \_\_\_\_\_

Date Shipped: \_\_\_\_\_ PRO#/Tracking # \_\_\_\_\_

Description: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

# of pieces: \_\_\_\_\_ Estimated total weight \_\_\_\_\_

**This authorization must be completed below and sent to *SER exposition services* before shipments can be handled.**

All orders are subject to the Liability and Insurance Bulletin and the terms and conditions as set forth on page 2 of the Material handling Information/Rate Schedule.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Company Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Show Representative \_\_\_\_\_ Telephone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

CHECK appropriate arrangement:

- Freight arrangements will be handled by *SER logistics*.
- Freight arrangements will be handled by exhibitor.  Van Line  Air Freight  Other \_\_\_\_\_
- Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (Put on Recap of Services Form)
- Shrink wrap at \$25.25 per skid \_\_\_\_\_ # x \$25.25 = \_\_\_\_\_ (Put on Recap of Services Form)

**IMPORTANT:** Whether you are shipping common carrier or other means, you must complete a Bill of Lading and return it to the *SER exposition services*. Also, please have all freight properly secured and **LABELED**.

**100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER**

# RUSH

TO:

\_\_\_\_\_  
Company Name-Booth Number

## FALL RHODE ISLAND HOME SHOW

*c/o SER exposition services*

35B New Street

Worcester, MA 01605

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ Pieces

***SER exposition services***

# RUSH

TO:

\_\_\_\_\_  
Company Name-Booth Number

## FALL RHODE ISLAND HOME SHOW

*c/o SER exposition services*

35B New Street

Worcester, MA 01605

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ Pieces

***SER exposition services***

# RUSH

TO:

\_\_\_\_\_  
Company Name-Booth Number

## FALL RHODE ISLAND HOME SHOW

*c/o SER exposition services*

35B New Street

Worcester, MA 01605

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ Pieces

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Company Name-Booth Number

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35B New Street

Worcester, MA 01605

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Company Name-Booth Number

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*c/o SER exposition services*

35B New Street

Worcester, MA 01605

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ Pieces

***SER exposition services***

**SER exposition services**

35B New Street  
Worcester, MA 01605  
(508) 757-3397  
(508) 757-9136 (Fax)

Fall Rhode Island Home Show  
Rhode Island Convention Center  
Providence, RI  
November 12-13, 2011

**ADVANCE LABOR ORDER FORM**

STRAIGHT TIME RATES: \$72.50 per man-hour  
8:00 AM to 4:30 PM weekdays  
OVERTIME RATES: \$108.75 per man-hour  
Before 8:00 AM and after 4:30 PM weekdays and all hours Saturday,  
Sunday and Holidays

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY NOVEMBER 3, 2011**  
**ONE-HOUR MINIMUM CHARGE PER MAN. LABOR THEREAFTER IS CHARGED IN 1/2 HOUR**  
**INCREMENTS. LATE AND FLOOR ORDERS ADD 30%**

Advance Labor Order	Date	Time	#Laborers Requested	# of Hours per man
Labor to Set Up _____				
Labor to Dismantle _____				
Special Requirements _____				

**SUPERVISION OF ALL LABOR IS REQUIRED. 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 AM. One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. **The exhibitor representative must CHECK-IN at the SER exposition services service desk to pick-up labor ordered and must CHECK OUT labor at the SER exposition services service desk upon completion of the work. SER exposition services is not allowed to proceed without exhibitor representative.**

\_\_\_\_\_  
Name Company

**Plan B - SER exposition services Installation and Dismantle Supervision without exhibitor present.**

All work is done under the direction of SER exposition services personnel. Our charge for this service is 30% of your total labor bill. (\$45.00 minimum).

SER exposition services is authorized to set-up exhibit.  SER exposition services is authorized to dismantle exhibit.

**\*\*\* In order to complete the work without your representative present, we must have set-up instructions! We must also have a outbound bill of lading provided and/or turned into the SER exposition services Exhibitor Service Desk.**

-----

BOOTH NO. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_ FAX: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_ DATE \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER**

**SER exposition services**

35B New Street  
Worcester, MA 01605  
(508) 757-3397  
(508) 757-9136 (Fax)  
serexpo.com

Fall Rhode Island Home Show  
Rhode Island Convention Center  
Providence, RI  
November 12-13, 2011

**NOTIFICATION OF INTENT TO USE  
NON-OFFICIAL SERVICE CONTRACTOR**

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

Company Name: \_\_\_\_\_ Booth No. \_\_\_\_\_

Authorized by: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact at show: \_\_\_\_\_

“Non-Official” Contractor: \_\_\_\_\_

Address of Service Contractor: \_\_\_\_\_

Telephone number of Contractor: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

The “Non-Official” Service Contractor MUST send a copy of the required Insurance Certificate, with a minimum \$1,000,000 liability coverage, no later than 30 days prior to November 12-13, 2011 or they will not be permitted to service your exhibit.

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

This form must be received no later than: **OCTOBER 12, 2011**

**Send to: SER exposition services**  
35B New Street  
Worcester, MA 01605

**SER exposition services**

35B New Street  
Worcester, MA 01605  
(508) 757-3397  
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**FORKLIFT SERVICES**

The hourly rates for forklift services apply to Installation and Dismantling Services only.

**Forklift with Operator** (with a one-hour minimum)

**Please note: there will be a one hour minimum charge for installation and for dismantling, if you are ordering forklift services for both, you will be charged for TWO minimum hours of forklift labor**

STRAIGHT TIME RATES: \$195.00 per man-hour, 8:00 AM to 4:30 PM weekdays  
OVERTIME RATES: \$292.50 per man-hour, before 8:00 AM and after 4:30 PM weekdays and all hours Saturday, Sunday and Holidays

We will require a forklift on site for (please check):

\_\_\_\_ Installation    Number of Hours \_\_\_\_ (one hour minimum)  
\_\_\_\_ Dismantling    Number of Hours \_\_\_\_ (one hour minimum)

Approximate time and date you require the forklift for installation: \_\_\_\_\_

Approximate time and date you require the forklift for dismantling: \_\_\_\_\_

Total number of pieces: \_\_\_\_\_

Weight per piece: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

Total Number of hours \_\_\_\_\_ X \$ \_\_\_\_\_ per hour = \_\_\_\_\_

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY NOVEMBER 3, 2011  
LATE ORDERS AND FLOOR ORDERS ADD 30%**

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

**FULL PAYMENT MUST BE INCLUDED WITH ORDER**