

Super Regional Meeting & Buying Show
Mohegan Sun Casino, Uncasville, CT
March 3-4, 2009

EXHIBITOR INFORMATION & ORDER FORMS

Demers Exposition Services, Inc. has been selected by Show Management to serve as your official Show Decorator.

Your Booth

Show Management has made arrangements for your booth space to have the following:

- One 8' back drape
- Two 3' side drape
- One (1) 6' draped table
- Two (2) folding chairs

Exhibitor Order Forms/Credit and Payment Policy Form

Attached are **Exhibitor Order Forms** that you must complete for any booth needs in addition to or instead of what is provided (see above). Full payment must accompany all orders by **Wednesday, February 25, 2009** the forms are:

- **Furnishings & Accessories Order Form** *After 2/25/09 floor prices apply*
- **Cleaning Order Form**
- **Audio/Visual Equipment Order Form**
- **Sign Order Form** (*Custom Orders*)
- **Material Handling Services Order Form (shipping labels included)** *Please note the information contained in the Liability and Insurance Bulletin, also attached.*
- **Labor Services Order Form**

Also included is our **Credit Card Authorization Form**. Payment must include CT Sales Tax (6%) on all sales tax items. Payment can be made by cash, Company Check, Money Order, or Credit Card. If you use a Credit Card, you must complete and sign the **Credit Card Authorization** section at the top of the form and include it with your order(s). Credit Card orders will also be accepted via FAX to our office. There will be no invoicing; purchase orders are not a form of payment; personal checks will not be accepted. *If a statement of charges is required, please include a self-addressed, stamped envelope with your order(s).*

If you have questions, please call our office at (860) 344-9919.

Demers Exposition Services, Inc.
Attachments

180 Johnson Street, Middletown, CT 06457 Phone (860) 344-9919 FAX (860) 344-9878

CREDIT CARD AUTHORIZATION

To have orders charged to a Credit Card Account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your Credit Card Account.

=====
CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (visa master card 3 digit # on back Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ **DATE:** _____

=====
Company Name: _____ Booth #: _____

Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ FAX: _____ Date: _____

Email Address: _____
=====

CREDIT AND PAYMENT POLICY

In addition to cash, company check or money order, VISA, MasterCard, and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered. There will be no invoicing; purchase orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order, or credit card.
- Event site orders can be paid by cash or charged to a Credit Card Account.
- International exhibitors must prepay all services in American funds.
- Items ordered, delivered to booth, then canceled, will not be refunded.
- Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- If a receipt for charges is required, please provide a self-addressed, stamped envelope with your order(s).

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

DEMERS EXPOSITION SERVICES, INC.

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FURNISHINGS & ACCESSORIES ORDER FORM

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	90.00	111.00	
	9' x 20' Carpet	170.00	220.00	
	9' x 30' Carpet	252.00	337.00	
	9' x 40' Carpet	334.00	436.00	
Carpet Color: <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Emerald Green				
SPECIAL CUT CARPETING Includes Taping				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x \$1.30 = _____				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	40.00	51.00	
	Padded side chair	33.00	41.00	
	Tubular folding chair	20.00	25.00	
	Upholstered bar stool	41.00	55.00	

SPECIAL DRAPERY/SKIRTING				
QTY		Advance	Floor	Subtotal
	8' high drapery per linear foot	9.50	11.50	
	3' high drapery per linear foot	9.00	10.00	
	13'-long table skirting	55.00	70.00	
Color: <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Burgundy				

DRAPED TABLES				
Drape Color: <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Burgundy				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	68.00	83.00	
	2' x 6' x 30" high	83.00	101.00	
	2' x 8' x 30" high	93.00	114.00	
	2' x 4' x 40" high	82.00	96.00	
	2' x 6' x 40" high	96.00	114.00	
	2' x 8' x 40" high	107.00	129.00	

ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Aluminum Rail/linear foot	8.00	8.50	
	Clothes Tree (Chrome)	55.00	80.00	
	Easel (Tripod Display)	40.00	45.00	
	Garment Rack	70.00	100.00	
	Panelboard (4' x 8')	130.00	200.00	
	Pegboard (4' x 8' White)	147.00	190.00	
	Stage (4' x 4' all heights)	57.00	103.00	
	Stage (4' x 4' w/carpet & skirt)	100.00	191.00	
	Stanchion Post (Chrome)	37.00	53.00	
	Stanchion Cord/linear foot	8.00	9.00	
	Waste Basket	17.00	23.00	

UNDRAPED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	37.00	44.00	
	2' x 6' x 30" high	43.00	50.00	
	2' x 8' x 30" high	50.00	63.00	
	2' x 4' x 40" high	44.00	56.00	
	2' x 6' x 40" high	51.00	63.00	
	2' x 8' x 40" high	57.00	65.00	

WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" undraped	30.00	35.00	
	6' x 10" undraped	32.00	39.00	
	4' x 10" draped	50.00	65.00	
	6' x 10" draped	55.00	80.00	
Drape Color: <input type="checkbox"/> Gray <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Green <input type="checkbox"/> Burgundy				

- ORDER SUMMARY -

Subtotal: \$ _____

6% CT Sales Tax: \$ _____

Total Due: \$ _____

Payment Enclosed:

Company Check Credit Card Authorization Money Order

Advance price deadline: Wednesday February 25, 2009 Floor prices apply after this date.

All items are for rental for the duration of the show only. Items ordered, delivered to booth, then canceled, will not be refunded.

Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show.

Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented.

Company: _____ Booth #: _____
 Address: _____ Ordered by: _____
 City/State/Zip: _____ Phone: _____
 Authorized by: _____ FAX: _____
 Signature: _____ Date: _____
 E-Mail: _____

180 Johnson Street, Middletown, CT 06457 Phone (860) 344-9919 FAX (860) 344-9878

CLEANING ORDER FORM

VACUUMING

Vacuuming of booth carpet **per 8' x 10' booth space** @ \$50.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

Dates of vacuuming service: _____

of **6' x 8'** booth spaces: _____

booth spaces x \$50.00 per day: \$ _____

PORTER SERVICE

Porter service is provided **per 8' x 10' booth space** @ \$50.00 per day; service includes emptying of waste baskets and picking up of booth litter at regular intervals during show hours. It does not include vacuuming of booth.

Dates of porter service: _____

of **8' x 10'** booth spaces: _____

booth spaces x \$50.00 per day: \$ _____

Subtotal (vacuuming + porter): \$ _____

6% CT Sales Tax: \$ _____

Total Due: \$ _____

Payment Enclosed: Company Check Credit Card Authorization Money Order

Total due must be paid before services are provided.

Company Name: _____ Booth #(s): _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

Signature: _____ Date: _____

E-Mail: _____

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AUDIO/VISUAL EQUIPMENT ORDER FORM

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented at a daily rental rate for the duration of the event. You are responsible for the cost of repair or replacement if the equipment is lost, damaged or stolen while you are renting it. For electric service, complete the electric service order form included with this package.

QTY	DESCRIPTION	RENTAL RATE (Duration of Show)	RENTAL RATE x QTY = TOTAL
	32" LCD Flat Screen with stand	\$425.00	\$ _____

- - ORDER SUMMARY - -

Subtotal: \$ _____

6% CT Sales Tax: \$ _____

Total Due: \$ _____

Payment Enclosed: Company Check Credit Card Authorization Money Order

If a receipt is required, include a self-addressed, stamped envelope with your order(s).

Payment for A/V Equipment must be received with your order by: Wednesday, February, 2009.

Company Name: _____ Booth #: _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone #: _____

Authorized by: _____ FAX: _____

Signature: _____ DATE: _____

E-Mail: _____

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SIGN ORDER FORM - Custom Orders *Prices listed are for one color copy on white card stock.*

	Advance Price	After 5/7/08	QUANTITY		Color Ink	Total Price
			Horizontal	Vertical		
7" x 11"	21.25	27.50				
7" x 11" Easelback	25.00	31.25				
7" x 44"	25.00	31.25				
7" x 44" Easelback	30.00	36.25				
11" x 14"	31.25	37.50				
11" x 14" Easelback	35.00	40.00				
14" x 22"	37.50	43.75				
14" x 22" Easelback	42.50	48.75				
22" x 28"	55.00	61.25				
22" x 28" Easelback	60.00	66.25				
28" x 44"	65.00	71.25				
28" x 44" Easelback	72.50	78.75				

ABOVE PRICES ARE FOR CYMK OUTPUT OF YOUR SUPPLIED, READY-TO-PRINT COMPUTER ARTWORK. ANY ADDITIONAL COMPUTER TIME REQUIRED TO CORRECT, COMPLETE OR OTHERWISE MANIPULATE SUPPLIED ARTWORK WILL BE CHARGED AT OUR CURRENT HOURLY RATE. ALL FILES ARE CONVERTED TO CYMK AT THE TIME OF PRINTING AND MAY VARY SIGNIFIANTLY FROM SCREEN REPRESENTATIONS ON YOUR COMPUTER OR FROM YOUR LOCAL PRINTER'S OUTPUT. ANY CRITICAL COLORS SHOULD BE NOTED ON A FULL COLOR HARD COPY SUPPLIED WITH THE ARTWORK. COLOR PROOFS FROM OUR PRINTERS MAY BE PURCHASED IF REQUIRED. EXACT COLOR MATCHES ARE NOT QUARUNTEED.

Our full service Graphics Department can assist you with all of your visual needs to make your exhibit or booth stand out from the crowd! Call us or e-mail us at info@demersexpo.com with your ideas and needs and we'll be happy to work with you!

- - ORDER SUMMARY - -

Subtotal: \$ _____
6% CT Sales Tax: \$ _____
Total Due: \$ _____

Payment Enclosed: Company Check Credit Card Authorization Money Order

For advance pricing, payment must be received with your order by Wednesday February 25, 2009.

Company Name: _____	Booth #: _____
Address: _____	Ordered by: _____
City/State/Zip: _____	Phone: _____
Authorized By: _____	FAX: _____
Signature: _____	Date: _____
E-Mail: _____	

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MATERIAL HANDLING SERVICES ORDER FORM

Materials can be shipped in advance to Demers Warehouse; Mohegan Sun *will not* accept shipments. **Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements**; collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and material handling services prepaid. Demers material handling services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to Mohegan Sun's loading dock onto Shows selected show carrier (Baileys Express).

ADVANCE SHIPPING ADDRESS - DEMERS WAREHOUSE - *Please use enclosed labels on all pieces*

TO: (Name of Exhibitor & Booth Number)
FOR: **Super Regional Meeting**
c/o Demers Exposition Services, Inc.
180 Johnson Street
Middletown, CT 06457

Demers Warehouse will receive crated shipments and provide up to 30 days storage prior to the event. Uncrated shipments or loose materials will not be received at Demers Warehouse. Shipments can be received weekdays (excluding Holidays) 8:30 a.m.-3:30 p.m.

Deadline: Wednesday, February 25, 2009

Rate: \$62.00 per cwt (100 lbs.) *per shipment*; weights are rounded to the next 100 lbs.; minimum charge 2 cwt *per shipment*. Rate includes all applicable overtime and miscellaneous charges at Foxwoods.

Late Shipments: Demers reserves the right to accept or refuse shipments arriving at Demers Warehouse after the deadline referenced above. If accepted, exhibitor will be charged an additional \$6.00 per cwt, \$50.00 minimum.

Outbound Shipments: Exhibitors who have freight going outbound after the event **must present a bill of lading at Demers Service Desk at Foxwoods**. Exhibitors can make arrangements with the carrier at Foxwoods' loading dock to take their shipment(s) at the close of the event, or arrange with Demers to return shipment(s) to Demers warehouse for outbound shipping. If returning to DES Warehouse, an additional \$32.00 per cwt (100 lbs.) will be charged (minimum charge \$64.00). Shipments returned to Demers Warehouse at the close of event for outbound shipping can be picked up by Exhibitor's carrier beginning **Friday, March 6, 2009**.

.(Warehouse hours are M-F, 8:30 a.m.-3:30 p.m. except Holidays). **Exhibitor is responsible for making prepaid outbound shipping arrangements.**

PLEASE COMPLETE THE FOLLOWING:

ADVANCE SHIPMENTS TO DES WAREHOUSE	CARRIER	NUMBER PIECES	SHIPMENT WEIGHT	x RATE per 100 lbs.	MINIMUM CHARGE/SHIPMENT	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$ 62.00	\$ 124.00	\$
SHIPMENT 2			lbs.	\$ 62.00	\$ 124.00	\$
SHIPMENT 3			lbs.	\$ 62.00	\$ 124.00	\$
SHIPMENT 4			lbs.	\$ 62.00	\$ 124.00	\$
RETURN TO DES	<i>DES</i>		lbs.	\$ 32.00	\$ 64.00	\$

LATE SHIPMENT(s)	\$ 6.00	\$50.00	\$
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TOTAL ESTIMATED CHARGES \$

Payment Enclosed: Company Check Credit Card Authorization Money Order

Total due must be paid before material handling services are provided.

If a statement is required, please include a self-addressed, stamped envelope with your order(s).

Company Name: _____ Booth #(s): _____

Address: _____ Ordered By: _____

City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

Signature: _____ Date: _____

E-Mail: _____

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PLEASE USE LABELS BELOW FOR SHIPPING OF MATERIALS TO DEMERS WAREHOUSE

RUSH!

TO: _____

EXHIBITING COMPANY

Super Regional Meeting

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street

Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

RUSH!

TO: _____

EXHIBITING COMPANY

Super Regional Meeting

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street

Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

RUSH!

TO: _____

EXHIBITING COMPANY

Super Regional Meeting

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street

Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

RUSH!

TO: _____

EXHIBITING COMPANY

Super Regional Meeting

EVENT NAME

BOOTH NUMBER(s)

c/o Demers Exposition Services, Inc.

180 Johnson Street

Middletown, CT 06457

Carrier _____

Number _____ of _____ pieces

DES

Liability and Insurance Bulletin

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS 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 event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

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

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS 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 exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, 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.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.

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LABOR ORDER FORM

	Date	Time	# Laborers	X	# Hours per Laborer	X	Hourly Rate * \$62.00 or ** \$88.00		
Setup				X		X		=	\$
Dismantle				X		X		=	\$

Labor can be ordered for exhibitor setup/dismantle days only. One hour minimum per laborer; partial hours rounded to next hour; floor orders add 10%

***Straight Time Rate = \$62.00 per laborer hour**

8:00 a.m. to 4:30 p.m. weekdays

****Overtime Rate = \$88.00 per laborer hour**

Before 8:00 a.m. and after 4:30 p.m. weekdays
and all hours Saturdays, Sundays and Holidays

SUPERVISION

Supervision of all labor is required. Please indicate the applicable supervision plan below:

_____ **PLAN A - Exhibitor Representative Supervision** All labor is to be performed under the supervision of the Exhibitor's Representative. The Exhibitor's Representative must check in at Demers service desk to pick up laborer(s) ordered and must check laborer(s) out at Demers service desk upon completion of the work. One hour minimum charge per laborer if not picked up or not canceled with 24 hour notice.

Exhibitor Representative Name

OR

_____ **PLAN B - Demers Exposition Services, Inc. Supervision** all labor is to be performed under the supervision of Demers personnel. Setup directions must be included with this order form or packed with exhibitor's materials. *Charge for this service is 25% of the labor charges above (\$100.00 minimum).*

Labor: \$ _____

PLAN B Supervision (25% of labor; \$100.00 minimum): \$ _____

Subtotal: \$ _____

6% CT Sales Tax: \$ _____

Total Due: \$ _____

Payment Enclosed: Company Check Credit Card Authorization Money Order

If a statement of charges is required, please include a self-addressed, stamped envelope with your order(s).

Company Name: _____ Booth #(s): _____

Address: _____ Ordered By: _____

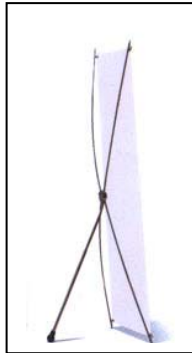
City/State/Zip: _____ Phone: _____

Authorized by: _____ FAX: _____

Signature: _____ Date: _____

E-Mail: _____

SIGN STAND ORDER FORM



X-Banner Stand
Size: 24"x71"
Stand Only:\$90.00
Stand with 24"x71" graphic:
\$174.00



Large Banner Stand
Size: 48"x96"
Stand Only: \$145.00
Stand with 48"x96" graphic:\$369.00



Classic Banner Stand
Size: 24"x96"
Stand Only:
\$115.00
Stand with 24" x 96" graphic:
\$227.00

- ORDER SUMMARY -

Subtotal: \$ _____
6% CT Sales Tax: \$ _____
Total Due: \$ _____

Payment Enclosed:

Company Check Credit Card Authorization Money Order

Company: _____ Booth _____
Address: _____ Ordered by: _____
City/State/Zip: _____ Phone: _____
Authorized by: _____ FAX: _____
Signature: _____ Date: _____
E-mail: _____

ABOVE PRICES ARE FOR CYMK OUTPUT OF YOUR SUPPLIED, READY-TO-PRINT COMPUTER ARTWORK. ANY ADDITIONAL COMPUTER TIME REQUIRED TO CORRECT, COMPLETE OR OTHERWISE MANIPULATE SUPPLIED ARTWORK WILL BE CHARGED AT OUR CURRENT HOURLY RATE. ALL FILES ARE CONVERTED TO CYMK AT THE TIME OF PRINTING AND MAY VARY SIGNIFICANTLY FROM SCREEN REPRESENTATIONS ON YOUR COMPUTER OR FROM YOUR LOCAL PRINTER'S OUTPUT. ANY CRITICAL COLORS SHOULD BE NOTED ON A FULL COLOR HARD COPY SUPPLIED WITH THE ARTWORK. COLOR PROOFS FROM OUR PRINTERS MAY BE PURCHASED IF REQUIRED. EXACT COLOR MATCHES ARE NOT QUARANTEED.

be sure that any bit mapped graphics have enough resolution so that when they are blown up to full size they will be at 100 Dots Per Inch(100DPI) resolution.

Acceptable file formats .jpg, .eps, .pdf, .tiff

