

# BOSTON GIFT SHOW

## General Information

### 1. SHOW MANAGEMENT

The Boston Gift Show is managed by Urban Expositions. Prior to the show please direct all inquiries to:

Urban Expositions  
1690 Roberts Blvd.  
Suite 111  
Kennesaw, GA 30144  
(678) 285-EXPO (3976) or 1-800-318-2238  
FAX (678) 285-SHOW (7469)

### 2. VENUE

The Boston Gift Show will be held March 17-20, 2013 at the:

Boston Convention & Exhibition Center  
415 Summer Street – Hall C  
Boston, MA 02210

### 3. SHOW OFFICE

The show office will be located in Meeting Room 050. Contact the Show Office for questions regarding registration, booth assignment, badges, show regulations, schedules, etc.

#### Show Office Hours:

Friday	March 15, 2013	2:00 PM - 7:00 PM
Saturday	March 16, 2013	7:00 AM - 7:00 PM
Sunday	March 17, 2013	9:30 AM – 5:30 PM
Monday	March 18, 2013	9:30 AM – 5:30 PM
Tuesday	March 19, 2013	9:30 AM – 5:30 PM
Wednesday	March 20, 2013	9:30 AM – 1:00 PM

### 4. EXHIBITOR MOVE-IN

Friday	March 15, 2013	2:00 PM - 7:00 PM
Saturday	March 16, 2013	7:00 AM - 7:00 PM

All set-up activity will be restricted to the confines of the booth space after 4:00 PM on March 16th, to allow for crate storage, aisle carpet installation, building cleaning and show management's final inspection. Exhibitors who have not checked in by 2:00 p.m. on Saturday, March 16th, will risk forfeiting their space to be reassigned by Show Management unless previous arrangements have been made with Show Management. In the event you are not able to set-up or check in by this time please call the show office before 2:00 p.m. to prevent booths from being reassigned. Exhibitors needing additional time for set-up must receive approval from show management in the show office and will be required to sign in and out with show security.

## 5. SHOW DATES AND HOURS

Sunday	March 17, 2013	9:30 AM – 5:30 PM
Monday	March 18, 2013	9:30 AM – 5:30 PM
Tuesday	March 19, 2013	9:30 AM – 5:30 PM
Wednesday	March 20, 2013	9:30 AM – 1:00 PM

**Exhibitors will be allowed in the exhibit area one hour prior to the opening of the exhibition, and on opening day exhibitors will be allowed in 1.5 hours prior.**

## 6. EXHIBITOR MOVE-OUT

Wednesday	March 20, 2013	1:00 PM (All Carriers must check-in by 6:00PM)
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**NO DISASSEMBLING** of exhibits will be allowed until after 1:00 PM on Wednesday, March 20th. Forklifts and dollies will not be permitted in the aisles until the aisle carpet has been removed. Failure to adhere to this policy will result in the following: Risk of expulsion from all Urban Expositions shows. If show management does decide to accept said exhibitor back, a breakdown deposit will be charged to insure no breakdown for future shows.

## 7. SERVICES INCLUDED IN EXHIBIT COST

Included in the cost of each booth are the following:

For Gifts, Souvenirs, Etc. & Made In New England Sections:

- 8' Perimeter Draped Walls
- Booth Identification Sign
- Buyer Invitations and Stickers
- Listing in Official Show Directory
- Free On-Site Drayage
- Folding Chair and Wastebasket
- Free WI-FI Service

For Handmade Section (10x10 booths or larger):

- Everything Listed Above, Plus-
- Booth Carpet
- (1) 500 Watt Outlet

## 8. EXHIBITOR REGISTRATION:

To avoid delays upon arriving for move-in, all exhibitors are requested to complete the Exhibitor Badge Order Form online through our website, [www.urban-expo.com](http://www.urban-expo.com), by clicking on Exhibitor Login and entering the Company I.D. and Access Code given, or badges may be completed on show site.

No exhibitor or company representative will be allowed within the exhibit area without an exhibitor badge or work pass.

## 9. ATTENDANCE OF CHILDREN

There will be no persons under the age of 14 admitted to the show during move-in, show hours or move-out. This is to uphold the integrity and professionalism of the exhibition as well as protect underage persons from forklifts and other hazards during move-in and out. Please make appropriate arrangements prior to the show.

## **EXHIBIT REGULATIONS:**

### **10. TERMS AND CONDITIONS**

Please review all the terms and conditions associated with exhibiting in the Boston Gift Show. They are outlined on the backside of the "Official Show Contract."

### **11. EXHIBITOR INSURANCE**

Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material and equipment for the duration of move-in, show days, and move-out including public liability, property damage, fire and theft, etc.

SHOW MANAGEMENT AND THE OFFICIAL SERVICE CONTRACTOR WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.

### **12. GENERAL RULES APPLYING TO ALL DISPLAYS**

*No sold or any sample sale signs are permitted.*

#### **SAMPLE SALES**

*In keeping with the wholesale nature and intent of the show, the sale of samples or merchandise for delivery at point of sale during the show is expressly prohibited. No merchandise will be permitted to leave the exhibit floor. All booths must remain fully intact until the official close of show for the benefit of the buyers. Violations of the terms of this paragraph may result in immediate dismissal from the current show and exclusion from participation in future shows. No refund of exhibit fees will be made.*

All demonstrations equipment, including operator's position, must be located inside the booth.

Exhibitors building special background or side dividers must make certain that the surfaces of such dividers are finished in such a manner as not to be unsightly to exhibitors adjoining booths. If such surfaces remain unfinished at 8:00 a.m. on Sunday, March 17th the opening day of the show, management shall authorized the official decorator to effect the necessary finishing and the exhibitor must pay all charges involved.

The use of sound is permissible provided they are not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the exhibitor's booth. Sound should only be used in conjunction with the exhibitor's product. No radio or TV or other devices as such during show operation. Show Management shall have absolute control over this regulation, the intent of which is to ensure that sound systems shall not be audibly objectionable to neighboring exhibitors.

Pamphlets and literature may be handed out only from within the confines of exhibitors' booths. Passing out promotional material or literature in the aisles or common areas is prohibited.

Exhibitor's display/booth is to be set up only within the area as designated to the exhibitor. Encroachment into aisles and neighboring booths is strictly prohibited and will be adjusted at exhibitor's expense.

### **13. PHOTOGRAPHY**

Photography of any kind is strictly prohibited unless you receive prior written approval from that exhibitor. Any exhibitor taking photos of another exhibitor's booth without written consent risks expulsion from the show.

## **14. VIOLATIONS**

As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Urban Expositions reserves the right to restrict and/or expel at any time any exhibit, which it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Urban Expositions conducts themselves unethically, will be dismissed from the exhibition without refund.

Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Show Office.

All matters and questions not specifically covered by these show regulations are subject to the decision of the management of Urban Expositions, whose decisions will be final.

## **EXHIBITOR SERVICES:**

### **15. SECURITY**

Security will be provided on a 24-hour basis beginning with the first day of posted move-in and extending through the last day of posted move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and to safeguard personal property and belongings. Management is not held responsible for any loss or damage to exhibitor's property. (See section #11 regarding Exhibitor Insurance.)

Any lost or stolen valuables or any breach of security should be reported to the show office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended.

### **16. OFFICIAL SHOW DIRECTORY**

Show Management will produce an official show directory for the Boston Gift Show. The show directory will include an exhibit area floor plan, exhibitor listings, general show information and advertising.

Each exhibiting company will be listed in the show directory under alphabetical, line, and classified listings. **To ensure that you are listed correctly please complete the online registration @ <http://exhibitor.urban-expo.com/Content/955.htm> by January 23, 2013.** If you have any questions please call Lindsey Amrine, Show Coordinator at (678) 285-EXPO (3976) or 1-800-318-2238 Fax: (678) 285-SHOW (7469).

Ads – To advertise in the official show directory please see the enclosed form and contact Lisa Danielson at 800-318-2238 ext. 346.

### **17. SHOW PARKING**

#### **Valet Parking:**

Valet parking (\$25) is available during most events. To access from Summer Street, turn onto East Side Drive and the valet area will be immediately on your right. We accept cash and all major credit cards.

#### **BCEC South Parking Lot:**

To self-park (\$12), from Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you.

## **HOTELS & TRAVEL INFORMATION:**

### **18. CONNECTIONS HOUSING**

Urban Expositions has retained the services of CONNECTIONS to secure discounted hotel rates in the Orlando area and assist exhibitors and retailers with reservations at these properties. In order to take advantage of these discounts, please contact **CONNECTIONS** at, **800-262-9974** and refer to the Boston Gift Show. OR, you can refer to their website at [www.giftshowhotels.com](http://www.giftshowhotels.com) for a complete listing of rooms & rates available.

# BOSTON GIFT SHOW

## Important Deadlines

<b>Directory Listing Form</b>	January 23, 2013
<b>Directory Advertising</b>	January 23, 2013
<b>Show Site Information Form</b>	March 11, 2013
<b>Hotel &amp; Travel Discounts</b>	One Month Prior to Show or As Availability Allows

**\*Show Services and Equipment Forms** (see individual forms)

- Electrical
- Furniture
- Carpet
- Material Handling
- Telephone
- Labor
- Shipping

*Please take special notice to deadlines listed on each form to receive discounted advanced rates.*

## Important Telephone Numbers

<b>Urban Expositions</b>	Phone: 800-318-2238 Phone: 678-285-EXPO (3976) Fax: 678-285-SHOW (7469)
<b>Connections Housing, Hotel Reservations</b>	Phone: 800-262-9974
<b>SER exposition services</b>	Phone: 508-757-3397 Fax: 508-757-9136

# BOSTON GIFT SHOW

## SHOW Site Exhibitor Information

Please complete this form in case we need to contact you on your way to the Show or during the Show.

**Please fax to 678-285-7469**

Attn: Lindsey Amrine

**Please Return this form By March 11, 2013**

**Company:** \_\_\_\_\_  
**Booth #** \_\_\_\_\_  
**Contact** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Cell #** \_\_\_\_\_  
**Hotel Staying** \_\_\_\_\_  
**Alt Contact** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Cell #** \_\_\_\_\_

What day will you arrive to the Show to set up?

- Friday March 15<sup>th</sup>      2:00 PM – 7:00 PM      TIME \_\_\_\_\_  
 Saturday March 16<sup>th</sup>      7:00 AM – 7:00 PM      TIME \_\_\_\_\_

**Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013**

***TO ALL EXHIBITORS:***

We are pleased to inform you that *SER exposition services* has been selected by **Boston Gift 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: 03172013A**

**Password: bohocpzh**

*Online Ordering will not be available for this show after March 8, 2013.*

**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: 03172013A**

**Password: bohocpzh**

*Online Ordering will not be available for this show after March 8, 2013.*

**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 MARCH 8, 2013.**



## ***SER exposition services***

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

Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

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. We look forward to exceeding your expectations regarding your tradeshow needs.



# **SER exposition services**

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

Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

TO ALL EXHIBITORS:

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

**BOOTH EQUIPMENT:**

**All exhibits, except Handcrafted**

Each booth will be set with an 8' high back wall, 8' high side rails, one folding chair, one wastebasket with liner, one 7" x 44" Exhibitor ID sign with booth number and show site direct freight

**Handcrafted Exhibits**

Each booth will be set with an 8' high back wall, 8' high side rails, booth carpet, one folding chair, one wastebasket with liner, one 7" x 44" Exhibitor ID sign with booth number and show site direct freight. *Please note: 10' x 10' Handcrafted exhibit booths will also receive a 500 watt outlet.*

**SHOW COLORS:**

**White Drape**

**BOOTH SIZE:**

**10' x 10'**

**AISLE CARPET COLOR:**

**Blue - General Gift  
Green – Made in New England  
Black – Aisles - Handcrafted  
Gray – Booths- Handcrafted**

**EXHIBITOR MOVE-IN:**

**Friday, March 15, 2013, from 2:00 PM to 7:00 PM  
Saturday, March 16, 2013, from 7:00 AM to 7:00 PM**

**SHOW OPEN:**

**Sunday, March 17, 2013, at 9:30 AM**

**EXHIBITOR MOVE-OUT:**

**Wednesday, March 20, 2013, at 1:00 PM  
All carriers must check-in by 5:00 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 Boston Convention and Exhibition 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 MARCH 8, 2013.** *A credit card on file with SER exposition services is required for all exhibitor orders.* Please include 6.25% MA 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.**

# ***SER exposition services***

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

Boston Gift Show  
 Boston Convention and Exhibition Center  
 Boston, MA  
 March 17-20, 2013

## **RECAP OF SERVICES ORDERED**

**This form must be returned to *SER exposition services* with your completed order forms and payment in full by **MARCH 8, 2013**.**

FURNITURE AND BOOTH ACCESSORIES ORDER.....	\$ _____
ADVANCE LABOR ORDER.....	\$ _____
ESTIMATED MATERIAL HANDLING ORDER (two cwt minimum).....	\$ _____
CUSTOM GRAPHICS ORDER.....	\$ _____
MODULAR EXHIBIT ORDER.....	\$ _____
MISCELLANEOUS/OTHER.....	\$ _____
TOTAL ESTIMATED CHARGES.....	\$ _____

**ENCLOSE CHECK OR MONEY ORDER PAYABLE TO: *SER EXPOSITION SERVICES***

**Payment by company check:** Checks must be drawn on a US bank, in US funds only. Please reference Boston Gift Show. Purchase orders are not considered payment. **Tax Exempt:** If you are exempt from paying sales tax, you must forward a tax exemption certificate from the state the services are to be rendered.

Check number \_\_\_\_\_ dated \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

**A CREDIT CARD ON FILE IS REQUIRED FOR ALL EXHIBITOR ORDERS.**

I authorize *SER exposition services* to charge any additional amounts incurred by either my show representative or myself, including material handling and labor charges. If credit card is declined, a \$25.00 service charge will be added.

Please print clearly the following information:

Cardholder Name \_\_\_\_\_ Cardholder signature \_\_\_\_\_  
 Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

American Express  Discover  Visa  MasterCard

	Exp Date:	Sec. Code*
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\*Amex 4 digit, MC/Visa/Disc 3 digit

**Orders received without full payment or credit card information will NOT be processed.** All adjustments to charges are to be made at Boston Convention and Exhibition Center, NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. If requesting a receipt, please allow seven (7) business days after the close of the show.

**The following information is required for all orders:**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Contact name \_\_\_\_\_ Signature \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_ Date \_\_\_\_\_

**By signing this form, exhibitor agrees to all terms and conditions set forth within this Exhibitor Services Manual.**

Complete Order Form - Mail to:

**SER exposition services**

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

Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

**THIRD PARTY AUTHORIZATION/BILLING**

Exhibiting Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City / State \_\_\_\_\_ Zip \_\_\_\_\_ Date \_\_\_\_\_

Authorized By \_\_\_\_\_ Signature \_\_\_\_\_  
(Print Name)

**ITEMS TO BE BILLED TO THIRD PARTY: (MUST BE COMPLETED)**

"WE UNDERSTAND AND AGREE THAT WE, THE COMPANY NAME, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES AND AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS AS DESCRIBED IN THE TERMS AND CONDITIONS SECTION OF THIS SERVICES MANUAL. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT BACK TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY. THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE THIRD PARTY."

- \_\_\_\_\_ All Services
- \_\_\_\_\_ Drayage/Material Handling/In & Out
- \_\_\_\_\_ Booth Cleaning
- \_\_\_\_\_ Signs
- \_\_\_\_\_ Furniture Rental and Carpet
- \_\_\_\_\_ Floral
- \_\_\_\_\_ Installation & Dismantle Labor/Supervision
- \_\_\_\_\_ Other (Specify)

Your signature below denotes acceptance of all terms and conditions included in this Exhibitor Services Manual.

**EXHIBITING COMPANY INFORMATION**

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

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIRD PARTY AGENT:**

Charge to:  American Express  Discover  Visa  MasterCard

																				Exp Date:	Sec. Code*
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\*Amex 4 digit, MC/Visa/Disc 3 digit

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

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

Third Party Company Name \_\_\_\_\_

Third Party Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

# 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)

Boston Gift Show  
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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 MARCH 8, 2013**

### TABLES

#### UNSKIRTED 30" HIGH

Qty		Discount Price	Regular Price	Subtotal
	2' x 4'	47.25	61.45	
	2' x 6'	52.50	68.25	
	2' x 8'	57.75	75.25	
	30" Round Tables	42.00	54.75	
	40" Extension Legs Set	18.50	24.00	
	Ln ft of white Vinyl Covering	2.25	2.75	

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

	2' x 4'	110.25	143.50	
	2' x 6**	115.50	150.25	
	2' x 8**	120.75	157.00	
	30" Round Tables (Skirted all around)	94.50	123.00	

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

	2' x 4'	131.25	170.75	
	2' x 6**	136.50	177.50	
	2' x 8**	141.75	184.25	
	30" Round Tables	115.50	150.25	

#### SPECIAL DRAPERY/SKIRTING

	Ft of 8' high drape per linear foot	12.75	16.50	
	Ft of 3' high drape per linear foot	9.50	12.50	
	Order 4 <sup>th</sup> Side skirting	42.00	54.75	
	**Draped on 3 sides only			

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

#### TABLE TOP RISERS VINYL TOP

	One Step 10" x 4**	36.75	47.75	
	One Step 10" x 6**	47.25	61.50	
	One Step 10" x 8**	57.25	75.25	

Circle Skirt Color: White - Blue - Red

#### CROSSBARS/BASES

	6'-10' Crossbar	30.50	39.75	
	8' Upright with base	30.50	39.75	
	3' Upright with base	26.25	34.25	

### FURNITURE & ACCESSORIES

QTY		Discount Price	Regular Price	Subtotal
	Folding Chairs	18.50	24.00	
	Upholstered Arm Chair	52.50	68.25	
	Upholstered Side Chair	68.25	88.75	
	Upholstered Stool with back	68.25	88.75	
	Wastebasket (7 Gallon)	15.75	20.50	
	Tripod Display Easels	31.00	40.25	
	Chrome Stanchion Post	57.75	75.00	
	Velour Cord 8' Length	36.75	47.75	
	Garment Rack	68.25		
	Bag Rack	68.25		
	Literature Rack	110.25		
	4' x 8' Posterboard Double Sided	210.00		

Advance Only

### STANDARD CARPET

	9' x 10' Carpet	141.75	185.00	
	9' x 20' Carpet	283.50	368.00	
	9' x 30' Carpet	425.25	553.00	
	9' x 40' Carpet	567.00	737.00	
	Custom Size Carpet*	2.25	3.25	
	Enter Size _____ x _____	Per sq ft	Per sq ft	
	Carpet Padding	\$0.65	1.35	
	Enter Size _____ x _____	Per sq ft	Per sq ft	
	Front Rug Taping	\$0.80	\$1.00	
	Enter Booth Width _____	Per lin ft	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.....\$ \_\_\_\_\_  
6.25% MA Tax .....\$ \_\_\_\_\_  
Total Due.....\$ \_\_\_\_\_

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY MARCH 8, 2013**

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 Boston Convention and Exhibition Center. **NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW.** ■ Discount prices are only available on or before March 8, 2013. ■ 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.

SER118SPEC

# SER exposition services

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


Boston Gift Show  
 Boston Convention and Exhibition Center  
 Boston, MA  
 March 17-20, 2013


## 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 MARCH 1, 2013 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>\$43.25 each</b></p>	<b>ORDER TOTAL</b>	
		<p>Grid Sections _____ @ \$43.25 each \$ _____</p> <p>Grid Connectors 3 per 2 sections @ No Charge _____</p> <p>T-Base legs _____ @ \$32.75 per set \$ _____</p> <p>Square 12" Face Out _____ @ \$7.50 each \$ _____</p> <p>Waterfall Ball Hooks _____ @ \$7.50 each \$ _____</p> <p style="text-align: right;">Sub Total \$ _____</p> <p style="text-align: right;">6.25% MA Tax \$ _____</p> <p style="text-align: right;">Order Total \$ _____</p>	<p>RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY <b>MARCH 1, 2013</b> TO QUALIFY FOR ABOVE PRICING. LATE ORDERS...ADD 30% and are subject to availability.</p>



T-Base legs  
**Set of Two \$32.75 per set**



Waterfall Ball Hooks  
**\$7.50 each**



Square 12" Face Out  
**\$7.50 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 Boston Convention and Exhibition 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.

Complete Order Form - Mail to:  
**SER exposition services**  
 35B New Street  
 Worcester, MA 01605  
 508-757-3397 508-757-9136 Fax



Boston Gift Show  
 Boston Convention and Exhibition Ctr  
 Boston, MA  
 March 17-20, 2013

**PRICING/ORDER FORM**

The following prices are based on a single color of text, 20 words or less, on white stock.

_____ 7" x 11"	\$30.00	\$ _____
_____ 7" x 44"	\$35.50	\$ _____
_____ 9" x 44"	\$38.75	\$ _____
_____ 11" x 14"	\$40.75	\$ _____
_____ 14" x 44"	\$45.00	\$ _____
_____ 22" x 28"	\$69.75	\$ _____
_____ 28" x 44"	\$91.00	\$ _____
_____ 24" x 36"	\$93.25	\$ _____
_____ 36" x 48"	\$100.75	\$ _____
_____ Cardboard Easels	\$6.50 each	\$ _____
_____ Additional Words	\$1.60 each	\$ _____
_____ Multi-colored Text	\$8.50 per additional color	\$ _____
_____ Directional Arrow	\$4.50 each	\$ _____
_____ (Velcro)		
_____ Border (one color)	\$12.75	\$ _____
_____ Choose Color	_____	
_____ Logo*	\$53.75	\$ _____
_____ One time set-up fee		
_____ Logo*, B & W	\$21.50	\$ _____
_____ Logo*, Color	\$32.25	\$ _____

\*Logo must be provided by exhibitor

**SUBTOTAL** \$ \_\_\_\_\_  
**6.25% MA Tax** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

ORDERS RECEIVED AFTER MARCH 1, 2013 WILL BE CHARGED AN ADDITIONAL 50% OF ABOVE PRICES.

ANY ORDERS RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO SHOW DATE CANNOT BE GUARANTEED. PLEASE CALL FOR DETAILS.

OPTIONS

**Substrate**    oCardstock oFoamcore

**Text Color**    oBlack    oDark Green  
                           oBlue        oTeal  
                           oRed         oYellow  
 Call for other colors

**Layout**  
 OHorizontal                            O Vertical

O Use SER judgment to choose layout

**Font** \_\_\_\_\_

**SIGN COPY**

(attach separate sheet if you prefer)

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Our full service Graphics Department can assist you with all graphic needs, making your exhibit stand out from the crowd! Call or email Customer Service at exhibitorservices@serexpo.com with your questions and comments.

We will be happy to work with you!

Email your graphics files to [graphics@serexpo.com](mailto:graphics@serexpo.com). We accept PC based files formatted as: \*.tiff, \*.pdf, \*.eps (Illustrator), \*.jpg, or \*.bmp. Questions? Please call.

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

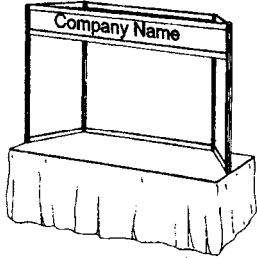
**SER exposition services**

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

Boston Gift Show  
 Boston Convention and Exhibition Center  
 Boston, MA  
 March 17-20, 2013

# MODULAR RENTAL EXHIBITS

**TABLETOP**

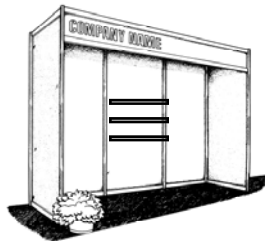


\$555.00

**INCLUDES**

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

**10' BACKWALL**

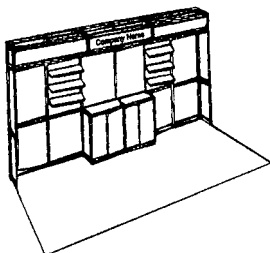


\$1575.00

**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**



\$2885.00

**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") \_\_\_ @ \$31.50 each**

**ADDITIONAL DISPLAY COUNTERS**

(39"X40"X18") \_\_\_ @ \$262.50 each

**LIGHTING FIXTURES**

\_\_\_ \$105.00 (TABLETOP)  
 \_\_\_ \$105.00 (10' DISPLAY)  
 \_\_\_ \$210.00 (20' DISPLAY)

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

**RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY MARCH 1, 2013 TO QUALIFY FOR ABOVE PRICING. LATE ORDERS...ADD 30%.**

EXHIBIT COST \$ \_\_\_\_\_  
 OPTIONS \$ \_\_\_\_\_  
 6.25% MA TAX \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

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

TELEPHONE \_\_\_\_\_



**SER exposition services**

35B New Street  
 Worcester, MA 01605  
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Boston Gift Show  
 Boston Convention and Exhibition Center  
 Boston, MA  
 March 17-20, 2013

**MODULAR DISPLAY CASES**

**MULTI SHELF DISPLAY CASE**



**72" High x 108" Long x 15" Deep**

INCLUDES: Labor to install and dismantle  
 seven shelves  
 locking unit  
**Lighting not included \$1500.00**

**DISPLAY CASE/SHELF UNIT**



**72" High x 36" Long x 18" Deep**

INCLUDES: Labor to install and dismantle  
 two 36" glass shelves  
**Lighting is included \$ 450.00**

**SMALL DISPLAY CASE**



**42" High x 40" Long x 20 1/2" Deep**

INCLUDES: Labor to install and dismantle  
 locking unit  
**Lighting not included \$375.00**

RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT  
 BY  
 MARCH 1, 2013 TO QUALIFY FOR ABOVE PRICING.  
**LATE ORDERS...ADD 30%.**

EXHIBIT COST	\$ _____
OPTIONS	\$ _____
6.25% MA TAX	\$ _____
TOTAL	\$ _____

ADDITIONAL SHELVES \_\_\_\_ at \$30.00

ADDITIONAL DISPLAY COUNTERS  
 (37 1/2" X 37 1/2" X 17 3/4") \_\_\_\_ at \$295.00

LIGHTING FIXTURES  
 \_\_\_\_ \$105.00 Small Display Case  
 \_\_\_\_ \$210.00 3 lamps with 16" arms for  
 Multi Shelf Display Case

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

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

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**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 show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW

# SER exposition services

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

Boston Gift Show  
 Boston Convention and Exhibition Center  
 Boston, MA  
 March 17-20, 2013

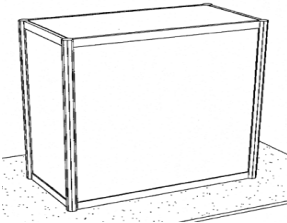
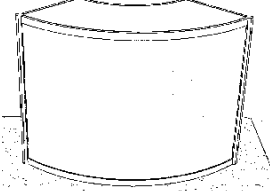
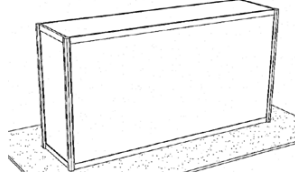
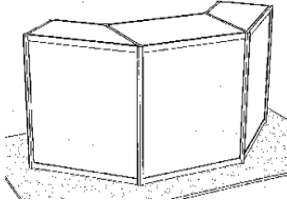
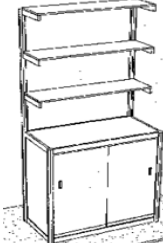

## Modular Counters and Shelves

All rental accessories are constructed of a sturdy aluminum frame and offer a choice of:

Sintra: Gray  White  **OR** Velcro Compatible Fabric: Gray  Blue

Cost includes delivery, set-up and tear down of selected rental unit. Alterations or custom colors may also be provided at an additional cost. Check box next to appropriate option.

**RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY MARCH 1, 2013 TO QUALIFY FOR ABOVE PRICING.  
 LATE ORDERS...ADD 30% and are subject to availability.**

<b>O P T I O N  A</b>	Price \$300.00 <input type="checkbox"/> 	<b>O P T I O N  B</b>	Price \$450.00 <input type="checkbox"/> 	<b>O P T I O N  C</b>	Price \$550.00 <input type="checkbox"/> 
<b>39" W x 19" D x 40" H Counter</b> <ul style="list-style-type: none"> <li>White laminate counter top</li> <li>Sliding doors in rear for storage</li> <li>Holds up to 250 lbs.</li> </ul>		<b>39" Rad x 19" D x 40" H Counter</b> <ul style="list-style-type: none"> <li>White laminate counter top</li> <li>Open back with additional bottom shelf for storage</li> <li>Holds up to 250 lbs.</li> </ul>		<b>78" W x 19" D x 40" H Counter</b> <ul style="list-style-type: none"> <li>White laminate counter top</li> <li>Sliding doors in rear for storage</li> <li>Holds up to 250 lbs.</li> </ul>	
<b>O P T I O N  D</b>	Price \$750.00 <input type="checkbox"/> 	<b>O P T I O N  E</b>	Price \$775.00 <input type="checkbox"/> 	<b>O P T I O N  F</b>	Price \$775.00 <input type="checkbox"/> 
<b>3 Sided 39" at 45 degrees 19" D x 40" H Counter</b> <ul style="list-style-type: none"> <li>White laminate counter top</li> <li>Sliding doors in rear for storage</li> <li>Holds up to 250 lbs.</li> <li>Convenient wrap around design</li> </ul>		<b>39" W x 19" D x 80" H Shelf Unit</b> <ul style="list-style-type: none"> <li>White laminate counter top</li> <li>Sliding doors in front for storage</li> <li>Countertop holds up to 250 lbs.</li> <li>3-12" Shelves</li> </ul>		<b>39" W x 19" D x 54" H TV Stand</b> <ul style="list-style-type: none"> <li>White laminate counter top</li> <li>Sliding doors in front for storage</li> <li>Holds up to 200 lbs.</li> <li>2 Shelves allow for compact placement of TV &amp; VCR</li> </ul>	

**SUBTOTAL** \$ \_\_\_\_\_  
**6.25% MA Tax** \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

RENTAL ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY  
**MARCH 1, 2013 TO QUALIFY FOR ABOVE PRICING.**  
**LATE ORDERS...ADD 30%.**

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 show site. **NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW** ■ 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.

**SER exposition services**

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

Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

**SPOT LIGHT ORDER FORM**

All orders subject to availability of equipment.  
All equipment remains the property of *SER exposition services*.

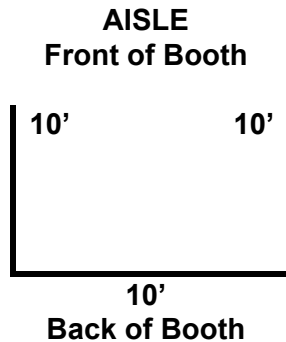
**ELECTRICITY MUST BE ORDERED SEPARATELY THROUGH THE FACILITY.  
EXTENSION CORDS, IF NEEDED, MUST BE ORDERED THROUGH THE FACILITY.**

Orders refused after delivery to booth will be subject to a 100% service charge.

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY MARCH 8, 2013**  
Please add 35% to all floor orders.

Number of spotlights	_____	at \$50.00 each	_____
8' high post with base	_____	at \$29.00 each	_____
Extendable cross bar	_____	at \$29.00 each	_____
		6.25% MA Sales tax	_____
		Total Due	_____

Below is a booth diagram.  
Please draw where you want your spot lights mounted and how it should be attached.



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

Company Address \_\_\_\_\_

City/state \_\_\_\_\_ Zip \_\_\_\_\_

Authorized by \_\_\_\_\_

Telephone # \_\_\_\_\_

## **BOSTON UNION GUIDELINES**

Teamsters are responsible for: floor layout, carpet, drapes, rental furniture, decorating rental items, masking, aisle signs, hanging special signs, aisle carpeting, unloading and reloading freight, delivery of material to the exhibit booth, installation and dismantling of booths. Rigging to be handled by JCALPRO.

Individual exhibitors who wish to install and dismantle their own booths can do so if they: use company personnel, do not attempt to bring in “pick-up labor,” comply with local and state fire, safety and insurance regulations and rules set by Exposition Management.

Hand Carry - Exhibitors may hand carry one item, one time, in or out of the facility without having to access the loading dock.

Hand-carried is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment weighing less than 30 lbs.

Unions claim jurisdiction under all other circumstances.

POV – Exhibitors may load and unload: Automobiles, Station Wagons, Mini Vans, SUV’s, Pick-Up Trucks and Vans. Special unloading and loading areas are available.

Exhibitors may use their own equipment limited to carts, dollies, and hand trucks.

Exhibitors cannot use motorized or hydraulic devices. Any vehicle requiring dock use is under Union jurisdiction

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Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

**SPECIAL SMALL PACKAGE RATE**

*SER exposition services* is offering a special rate for small package shipments,  
**UNDER 50 LBS – Inbound Only**

Small Package Shipment – A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

*Any package over 50 lbs or shipped outbound will be charged using the standard material handling rates as outlined in the 'Material Handling Information/Rate Schedule'.*

FedEx, UPS, & DHL deliveries will be subject to the Special Handling surcharge due to their delivery procedures. **Please see the 'Material Handling Information/Rate Schedule' form in this kit for details regarding Special Handling or Overtime.**

*SER exposition services* will receive packages at our advance warehouse and deliver to your booth prior to show. Shipments not accompanied by an individual bill of lading will be delivered without guarantee of piece count.

**Each piece: \$32.50** plus applicable Special Handling/Overtime

Label each piece and address all documents as follows:  
**ARRIVAL ON or BEFORE: MARCH 8, 2013**

**COMPANY NAME AND BOOTH #**  
**BOSTON GIFT SHOW:**  
*SER exposition services*  
c/o YRC  
95 Concord Street  
North Reading, MA 01864

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

We plan to ship \_\_\_\_\_ pieces at \$30.00 each = \$ \_\_\_\_\_

Shipping from \_\_\_\_\_ By Carrier \_\_\_\_\_

Authorized by (please print) \_\_\_\_\_ Signature \_\_\_\_\_

**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 the Boston Convention and Exhibition Center.

**SER exposition services**

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

Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

**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 \$\_\_\_\_\_ per cwt = \$\_\_\_\_\_.  
There is a minimum charge of Two CWT's.

Rates are as follows:

Using **SER Logistics; \$35.00 per cwt/\$70.00 minimum charge**

Using any other carrier; \$45.00 per cwt/\$90.00 minimum charge

Label each piece and address all documents as follows: **COMPANY NAME AND BOOTH #**

**ARRIVAL ON or BEFORE: MARCH 8, 2013**

**BOSTON GIFT SHOW:**

SER exposition services  
c/o YRC  
95 Concord Street  
North Reading, MA 01864

**SHIPMENTS DIRECT TO BOSTON CONVENTION AND EXHIBITION CENTER:** Shipments direct to the Boston Convention and Exhibition Center is included in your booth package. Direct shipments will be accepted on March 15-16, 2013 only. *Any shipments scheduled to arrive prior to March 15, 2013, MUST be sent to the advance warehouse with the appropriate material handling charges applied. The Boston Convention and Exhibition Center will NOT accept any advance freight.*

Label each piece and address all documents as follows: **COMPANY NAME AND BOOTH #**

**ARRIVAL ONLY: MARCH 15-16, 2013**

**BOSTON GIFT SHOW:**

SER exposition services  
Boston Convention and Exhibition Center, Hall C  
415 Summer Street  
Boston, MA 02210

**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 Boston Convention and Exhibition 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 March 8, 2013.

## 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 Boston Convention and Exhibition 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.

**SER exposition services**

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Worcester, MA 01605  
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Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

**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 Boston Convention and Exhibition Center will be received **only on the day of exhibitor move-in**. Shipments sent to the **Boston Convention and Exhibition 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 MARCH 8, 2013**

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**



**LABELS FOR ADVANCE SHIPMENTS TO WAREHOUSE**

TO: \_\_\_\_\_  
Company Name-Booth Number

**BOSTON GIFT SHOW  
SER exposition services  
c/o YRC  
95 Concord Street  
North Reading, MA 01864**

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

***SER exposition services***

TO: \_\_\_\_\_  
Company Name-Booth Number

**BOSTON GIFT SHOW  
SER exposition services  
c/o YRC  
95 Concord Street  
North Reading, MA 01864**

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

***SER exposition services***

TO: \_\_\_\_\_  
Company Name-Booth Number

**BOSTON GIFT SHOW  
SER exposition services  
c/o YRC  
95 Concord Street  
North Reading, MA 01864**

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

***SER exposition services***

TO: \_\_\_\_\_  
Company Name-Booth Number

**BOSTON GIFT SHOW  
SER exposition services  
c/o YRC  
95 Concord Street  
North Reading, MA 01864**

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

***SER exposition services***

TO: \_\_\_\_\_  
Company Name-Booth Number

**BOSTON GIFT SHOW  
SER exposition services  
c/o YRC  
95 Concord Street  
North Reading, MA 01864**

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

***SER exposition services***

TO: \_\_\_\_\_  
Company Name-Booth Number

**BOSTON GIFT SHOW  
SER exposition services  
c/o YRC  
95 Concord Street  
North Reading, MA 01864**

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

***SER exposition services***

**LABELS FOR DIRECT SHIPMENTS**

TO:

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

**BOSTON GIFT SHOW (Hall C)**  
c/o SER exposition services  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, MA 02210

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

***SER exposition services***

TO:

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

**BOSTON GIFT SHOW (Hall C)**  
c/o SER exposition services  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, MA 02210

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

***SER exposition services***

TO:

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

**BOSTON GIFT SHOW (Hall C)**  
c/o SER exposition services  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, MA 02210

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

***SER exposition services***

TO:

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

**BOSTON GIFT SHOW (Hall C)**  
c/o SER exposition services  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, MA 02210

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

***SER exposition services***

TO:

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

**BOSTON GIFT SHOW (Hall C)**  
c/o SER exposition services  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, MA 02210

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

***SER exposition services***

TO:

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

**BOSTON GIFT SHOW (Hall C)**  
c/o SER exposition services  
Boston Convention and Exhibition Center  
415 Summer Street  
Boston, MA 02210

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

***SER exposition services***

**SER exposition services**

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

Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

**ACCESSIBLE STORAGE ON SHOW SITE**

**Exhibitor must sign up for accessible storage at the SER exposition services Service Desk at show site.**

**Set-up Fee: \$95.00**

This is a one-time set-up fee.

**Storage Fees**

Fees are based on the square footage required for storage

Up to 25 square feet	\$95.00 per day
26 to 50 square feet	\$142.50 per day
51 to 100 square feet	\$190.00 per day
101 to 150 square feet	\$235.00 per day
151 to 200 square feet	\$285.00 per day

**Labor**

Each time your materials are accessed, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the *SER exposition services* Advanced Labor Form

I will need \_\_\_\_\_ square feet of storage at \$ \_\_\_\_\_ per day x \_\_\_\_\_ days = \$ \_\_\_\_\_

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

EXHIBITOR NAME \_\_\_\_\_

EXHIBITOR ADDRESS \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

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

## **SER exposition services**

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Worcester, MA 01605  
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Boston, MA  
March 17-20, 2013

### **Privately Owned Vehicles (POV)/RENTAL TRUCK MOVE-IN & MOVE-OUT ORDER FORM**

#### **POV Load Services**

POVs (Privately owned vehicles) are limited to cars, station wagons, vans and pickup trucks up to one ton.

Workers equipped with flat carts and pallets will assist those exhibitors with unloading and reloading of their materials.

#### **Freight must be less than**

**3' wide**  
**4' high**  
**6' long**

#### **POV Load Service is . . .**

- ◆ Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- ◆ Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- ◆ Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded; it can be moved immediately from the dock area.

- ◆ No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- ◆ No SER equipment is allowed to be used by exhibitors.

#### **POV Load Service Schedule**

##### **EXHIBITOR MOVE-IN:**

**Friday, March 15, 2013, from 2:00 PM to 7:00 PM**  
**Saturday, March 16, 2013, from 7:00 AM to 7:00 PM**

##### **EXHIBITOR MOVE-OUT:**

**Wednesday, March 20, 2013, at 2:00 PM**

Exhibitors who have extensive unloading requirements must use the material handling services. Arrangements for this service can be made in advance or on-site at the loading dock at SER's discretion.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding "riders" to existing insurance policies.

*To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the SER Service Desk. SER will be unable to adjust invoices after the close of the show.*

**SER exposition services**

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

Boston Gift Show  
Boston Convention and Exhibition Center  
Boston, MA  
March 17-20, 2013

**ADVANCE LABOR ORDER FORM**

STRAIGHT TIME RATES: \$110.25 per man-hour, 8:00 AM to 4:30 PM weekdays  
OVERTIME RATES: \$151.20 per man-hour, Before 8:00 AM and after 4:30 PM weekdays,  
and all hours Saturday  
DOUBLE TIME RATES: \$191.35 per man-hour, All hours Sunday and Holidays

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY MARCH 8, 2013**  
**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

Boston Gift Show  
Boston Convention and Exhibition Center  
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March 17-20, 2013

**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 March 17-20, 2013 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: FEBRUARY 15, 2013

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

# **Electrical Policy**

## **Massachusetts Convention Center Authority**

**Boston Convention and Exhibition Center  
John B. Hynes Veterans Memorial Convention Center**

### **ELECTRICAL SERVICE ALERT**

**Please read the following information carefully!**

**This information is designed to give you a better understanding of how to order electrical service for your booth.**

**You MUST order Electrical Service through the MCCA. The forms for electrical service are included in this manual.**

The Electrical connection from the MCCA will be brought to the nearest column or floorbox only.

The exhibitor is responsible for distribution of electrical power within their booth space. This will not be done by MCCA electrical department.

*SER exposition services* can assist the exhibitor with the distribution of power to specific areas of the booth and/or under the carpet. The exhibitor or exhibitor appointed contractor can also perform this work.

*SER exposition services* can provide the exhibitor with flat extension cords and/or the labor to install them.

If the exhibitor will require *SER exposition services'* assistance with electrical distribution or flat extension cord placement, please use the Electrical Labor form in this manual or visit the *SER exposition services* Service Desk on site.

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 Worcester, MA 01605  
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 Boston, MA  
 March 17-20, 2013

## Electrical Labor

**No Labor needed backwall 120v Power**

**Exhibitor Supervision (Do Not Proceed) Will Call: Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of men: \_\_\_\_\_**

- All electrical labor scheduled for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24-hour notice shall be charged a one (1) hour cancellation fee per electrician. If exhibitor fails to use the electrician at the time confirmed a one (1) hour "No-Show" charge per electrician will apply.
- The minimum charge for labor is one (1) hour per electrician. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by SER. All rates are subject to change if necessitated by increased labor and/or material costs.

**OK to proceed - complete before: Date: \_\_\_\_\_ Time: \_\_\_\_\_**

- All labor performed under the supervision of SER. In order to perform the labor without exhibitor's representative present, SER MUST have detailed blueprints/floor plans for power distribution under carpet with this labor order.
  - Straight Time Only  Overtime, if necessary to meet setup time

Carpet was ordered from SER:  Yes  No

**ALL ORDERS & PAYMENT MUST BE RECEIVED BY MARCH 8, 2013**  
**ONE-HOUR MINIMUM CHARGE PER MAN. LABOR THEREAFTER IS CHARGED IN 1/2 HOUR INCREMENTS.**  
**LATE AND FLOOR ORDERS ADD 30%**

**Hourly Rates**

Straight Time: \$110.25 per man-hour, 8:00 AM to 4:30 PM weekdays  
 Overtime: \$151.20 per man-hour, Before 8:00 AM and after 4:30 PM weekdays, and all hours Saturday  
 Double Time: \$191.35 per man-hour, All hours Sunday and Holidays

<u>LABOR</u>	# of Laborers		Total Hours		Hourly Rate		Total Cost
Installation		x		x		=	\$
Dismantle		x		x		=	\$
<b>Total Estimated Electrical Labor Cost:</b>							

<u>EQUIPMENT</u>	Quantity		Price Per Cord		Total Cost
25' Flat Extension Cords	\$30.00	x		=	\$
50' Flat Extension Cords	\$50.00	x		=	\$
Plug Strip	\$45.00	x		=	\$
<b>Total Estimated Electrical Cord Cost:</b>					

**GRAND TOTAL: \$ \_\_\_\_\_**

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

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

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

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