

SHOW FACTS

New England Mortgage Bankers Conference Gurney's Newport Resort, Newport, RI September 12-14, 2018



New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018

BOOTH EQUIPMENT

Each 8' deep x 10' wide booth space includes one 8' high back drape, two 3' high side drapes, one 6' skirted and topped table, two padded side chairs, one waste basket, and one 7"x44" ID sign.

EXHIBIT HALL CARPET

The exhibit hall is carpeted.

DISCOUNT PRICES

In order to receive discount rates listed on price sheet, we must receive your order by **Friday, August 31, 2018.** *Order online (see page 3) and save the 8% Administrative Fee.*

SHOW SCHEDULE

Exhibitor Move-In

Tuesday, September 11, 2018 from 3:00pm - 6:00pm
Wednesday, September 12, 2018 from 8:00am - 1:00pm

Show Hours

Wednesday, September 12, 2018 from 2:00pm - 5:00pm
Thursday, September 13, 2018 from 10:30am - 4:00pm

Dismantle

Thursday, September 13, 2018 from 4:05pm - 8:00pm

Important Shipping Information! Gurney's Exhibitor Shipping Policy:

All shipments for exhibits must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time - at exhibitor's expense.

**AVOID REDIRECT FEES:
SHIP TO SHOW-SITE ONLY ON
SEPTEMBER 11&12, 2018!**

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave - East Hartford, CT 06108
860.882.0003 - Fax 860.761.0070 Email: info@demersexpo.com
www.demersexpo.com



**Demers
Events
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ONLINE ORDERING

New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018

**Looking for an easier way to place your order?
Tired of faxing or emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com
(please specify show name and date). We will then create an
online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit
are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!
Orders placed via email or fax will be assessed this fee.**

**Deadline to place online orders: Wednesday, September 5, 2018.
Floor prices apply after Friday, August 31, 2018.**



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 : _____

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____
Card Billing Address: _____ Authorized by: _____
City/State/Zip: _____ Signature: _____
Phone: _____ Fax: _____ Date: _____
Email Address: _____

CREDIT AND PAYMENT POLICY

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 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.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, 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 the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Friday, August 31, 2018** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS

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STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	156.00	186.00	
	9' x 20' Carpet	258.00	346.00	
	9' x 30' Carpet	372.00	475.00	
	9' x 40' Carpet	458.00	587.00	
Carpet Color: Gray Blue Red Burgundy Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.95=				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.95=				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	95.00	115.00	
	2' x 6' x 30" high	111.00	122.00	
	2' x 8' x 30" high	122.00	132.00	
	2' x 4' x 40" high	109.00	119.00	
	2' x 6' x 40" high	126.00	136.00	
	2' x 8' x 40" high	138.00	148.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	60.00	70.00	
	2' x 6' x 30" high	72.00	82.00	
	2' x 8' x 30" high	82.00	93.00	
	2' x 4' x 40" high	67.00	77.00	
	2' x 6' x 40" high	74.00	84.00	
	2' x 8' x 40" high	81.00	92.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	49.00	60.00	
	6' x 10" Undraped	60.00	70.00	
	4' x 10" Draped	70.00	80.00	
	6' x 10" Draped	80.00	91.00	
Wood Table Riser Colors: Black or White (circle choice)				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	40.00	51.00	
	Black Bar Stool w/ foot rest	82.00	98.00	
	Tubular folding chair	18.00	23.00	
	Upholstered bar stool	135.00	175.00	
	Padded side chair	34.00	41.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	7.25	9.25	
	3' high drapery Per Linear Foot	6.25	7.25	
	13'-long table skirting	64.00	74.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	64.00	91.00	
	Easel (Tripod Display)	49.00	54.00	
	Garment Rack	80.00	111.00	
	Panelboard	239.00	371.00	
	Pegboard	239.00	371.00	
	Stage (4' x 4' all heights up to 36")	56.00	105.00	
	Stage (4' x 4' w/ carpet & skirt)	102.00	198.00	
	Stanchion Post	53.00	68.00	
	Stanchion Belt	4.50	6.50	
	Waste Basket	13.00	20.00	

- ORDER SUMMARY -

Subtotal:	\$	
7% Sales Tax:	\$	
8% Admin Fee:	\$	
Grand Total:	\$	

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

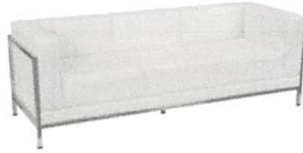
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ELITE SERIES FURNITURE

New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018



SORRENTO WHITE



SORRENTO BLACK

SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR
HIGH BACK ALSO AVAILABLE

SOUTH BEACH

SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 550.00	=	
SORRENTO COUCH BLACK		X	\$ 525.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 275.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 145.00	=	
SANIBEL BISTRO TABLE		X	\$ 275.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 145.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 145.00	=	
SORRENTO CHAIR WHITE		X	\$ 290.00	=	
SORRENTO CHAIR BLACK		X	\$ 265.00	=	
SUBTOTAL				\$	
7% SALES TAX				\$	
8% ADMIN FEE				\$	
GRAND TOTAL				\$	

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Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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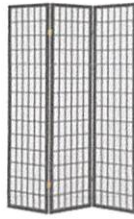
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ADDITIONAL BOOTH ACCESSORIES

Looking for an item you do not see? Please call our office for availability and pricing.



Tote Bag Holder



Room Divider



Faux Tree



Bookcase



Literature Rack



Gondola



Lighted Product Display Case



Coffee Table



Gridwall

Actual products may vary from images shown

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
BOOKCASE 2.5'x6'		X	\$ 250.00	=	
LITERATURE RACK		X	\$ 95.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
LIGHTED PRODUCT DISPLAY CASE		X	\$ 575.00	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
COFFEE TABLE		X	\$ 50.00	=	
ROOM DIVIDER		X	\$ 160.00	=	
SILK PALM TREE		X	\$ 70.00	=	
SUBTOTAL					\$
7% SALES TAX					\$
8% ADMIN FEE					\$
GRAND TOTAL					\$

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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CUSTOM BOOTH RENTAL



This custom booth rental package includes:

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on show site.

**Customizable panels with Logos and/or Graphics: Prices quoted upon request. Please call 860-882-0003.*

PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:

9'X10' Carpet Color:	Red	Blue	Gray	Burgundy
Table Length:	4'	6'	8'	
Table Skirt Color:	Red White	Blue Green	Gray Black	Burgundy
I.D. Sign Letter Color:	Red	Blue	Black	
I.D. Sign Text (up to 20 characters):				

Additional I.D. Sign Characters can be ordered @\$8.00 per character

# CUSTOM BOOTH RENTAL PACKAGES ___ X \$1,034.00	\$
10% DISCOUNT (TWO OR MORE UNITS)	\$
ADDITIONAL I.D. SIGN CHARACTERS ___ @ \$8.00 PER CHARACTER	\$
LOGOS AND/OR GRAPHICS	\$
SUBTOTAL	\$
7% SALES TAX	\$
8% ADMIN FEE	\$
GRAND TOTAL	\$

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Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. 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 all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

ADVANCE SHIPPING ADDRESS
Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: NEMBC
c/o Demers Exposition Services, Inc.
151A Park Ave
East Hartford, CT 06108

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.
Deadline to receive advance pricing discount: Friday, August 31, 2018
Rate: \$75.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.
Overtime: not applicable
Late shipments: Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$20.00 per cwt (80.00 minimum applies), plus additional fees if special transportation is required.
Non-payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum applies.

DIRECT SHIPPING ADDRESS – TO EVENT SITE
Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: NEMBC
c/o Demers Exposition Services, Inc.
Gurney's Newport Resort
1 Goat Island
Newport, RI 02840

Demers will receive shipments at the event site on Sept.11 & 12, 2018, 2018 only. Arrival at any time other than Sept.11 & 12, 2018 may be refused or redirected to Advance Warehouse.
Direct shipments will only be received on Sept. 11 & 12, 2018.
Rate: \$72.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.
Overtime: not applicable
Non-payment: Shipments received without a material handling order form and payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum applies.
DIRECT SHIPMENTS: Direct shipment will only be accepted at the Gurney's Newport Resort, Sept.11 & 12, 2018. Shipments received at the Gurney's Newport Resort prior to Sept.11 & 12, 2018 will be redirected to the advanced warehouse and assessed 50% of the drayage cost as a redirect fee.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.
- At the close of the event, exhibitors can make arrangements with the designated show carrier at the Demers Service Desk to take their shipment(s). No additional material handling fee applies if drayage was paid on inbound shipment.
- Exhibitors can also arrange to use their own carrier. Carriers must check into the venue by **6pm on Sept. 13, 2018**. If the shipment(s) is not picked up from venue, the shipment(s) will return to the Demers warehouse for an additional \$32.00 per cwt (100 lbs) (min. charge is \$64.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning **Monday, Sept. 17, 2018**. (warehouse hours are 8:30am - 3:30pm).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING :

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
SHIPMENT 2			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
SHIPMENT 3			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
SHIPMENT 4			lbs.	\$75.00 or \$72.00	\$150.00 or \$144.00	\$
LATE SHIPMENT(s) to DES Warehouse				\$20.00	\$80.00 Minium Charge	\$
					7% Service Fee	\$
Order Online and Save the 8% Administrative Fee					8% Admin Fee	\$
					TOTAL ESTIMATED CHARGES	\$

PAYMENT ENCLOSED:

Company Check
 Credit Card Authorization
 Money Order

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

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to warehouse on or before **August 31, 2018.**

New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018

RUSH!

**DES
FREIGHT**

TO:

EXHIBITING COMPANY Please write exhibiting companies name in this box

NEMBC

BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment

**c/o Demers Exposition Services, Inc.
151A Park Ave
East Hartford, CT 06108**

Carrier _____

Number _____ of _____ pieces



NEMBC



Gurney's Newport Resort, RI



SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment to showsite on **September 11 & 12, 2018.**

New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018

RUSH!

**DES
FREIGHT**

TO:

EXHIBITING COMPANY *Please write exhibiting companies name in this box*

NEMBC

BOOTH NUMBER(s) *Please write Booth # in this box if you know it at time of shipment*

c/o Demers Exposition Services, Inc.
Gurney's Newport Resort
1 Goat Island
Newport, RI 02840

Carrier _____

Number _____ of _____ pieces




AUDIO/VISUAL EQUIPMENT

Your order must be placed in advance. AV orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$85.00 per hour labor charge will apply.
REMINDER: You will need to order electricity through the venue.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.


MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$350	
42" LCD Flat Screen Monitor (tabletop)		\$395	
50" LCD Flat Screen Monitor		\$685	
Monitor Stand (fits 50" monitor only)*		\$125	
 <p>*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.</p>		Sub-total	
		7% Sales Tax	
		8% Admin Fee	
		Total	

Order Online and Save the 8% Administrative Fee

Laptop has i5 processor, 4GB of RAM, and is bluetooth and wifi enabled. Includes DVD drive, 3 USB ports, headphone/mic jack, SD reader, LAN port, VGA out, and HDMI port.

PC LAPTOP (per device/per day)

Description	QTY	# OF DAYS	Rental Rate (per device/per day)	Total
14" Dell Latitude E6430			\$225	
			Sub-total	
			7% Sales Tax	
			8% Admin Fee	
			Total	

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Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday
OVERTIME 8:00am to 4:30pm, Saturday & Sunday
 4:31pm to 11:59pm, Monday - Sunday
DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

***Two Hour Minimum per Laborer**

Rates: per person/per hour

ADVANCE PRICE	SHOWSITE PRICE
\$85.50	\$128.25
\$128.25	\$192.38
\$171.00	\$256.50

Advance Pricing Deadline August 31, 2018

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 24 hours in advance of start time to avoid estimated labor charges.

INSTALLATION LABOR

Demers Exposition Supervised Labor - Installation of your exhibit will be completed at our discretion prior to show opening. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
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Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

DISMANTLE LABOR

Demers Exposition Supervised Labor - Dismantle of your exhibit will be completed at our discretion at the close of the show. The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00

Emergency Contact:	Phone:
Display Contact:	Phone:

Exhibitor Supervised Labor - Supervisor must check-in at the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.761.0070 – Email info@demersexpo.com
www.demersexpo.com



**Demers
Events
& Expo
Services**

New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018

CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$65.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Vacuuming			X	\$65.00	=	
Vacuuming			X	\$65.00	=	
Vacuuming			X	\$65.00	=	
Vacuuming			X	\$65.00	=	
				8% Admin Fee		
				Total		

Order Online and save the 8% Administrative Fee!

8% Admin Fee

Total

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.39	=	Estimated Total Cost
		L	X	W						
Vacuuming			X		=		X	\$0.39	=	
Vacuuming			X		=		X	\$0.39	=	
Vacuuming			X		=		X	\$0.39	=	
Vacuuming			X		=		X	\$0.39	=	
				8% Admin Fee						
				Total						

Order Online and save the 8% Administrative Fee!

8% Admin Fee

Total

Porter service per booth space @ \$65.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE						
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost
Porter Service			X	\$65.00	=	
Porter Service			X	\$65.00	=	
Porter Service			X	\$65.00	=	
Porter Service			X	\$65.00	=	
				8% Admin Fee		
				Total		

Order Online and save the 8% Administrative Fee!

8% Admin Fee

Total

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.39	=	Estimated Total Cost
		L	X	W						
Porter Service			X		=		X	\$0.39	=	
Porter Service			X		=		X	\$0.39	=	
Porter Service			X		=		X	\$0.39	=	
Porter Service			X		=		X	\$0.39	=	

Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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DIGITAL GRAPHICS AND SIGNS

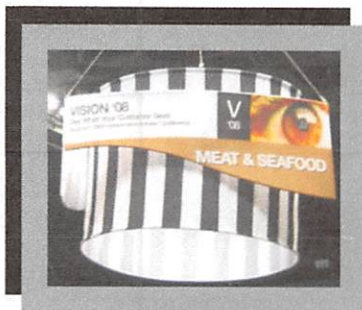
New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018

Your presentation is everything!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your sign copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input style="width: 100px; height: 20px;" type="text"/>	L X	<input style="width: 100px; height: 20px;" type="text"/>	W =	<input style="width: 100px; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot					
<input style="width: 100px; height: 20px;" type="text"/>	Square Feet X	\$9.00 per Sq. Ft. Discount Price	or	\$14.00 per Sq. Ft. Standard Price	= <input style="width: 100px; height: 20px;" type="text"/> Total

In order to receive discounted price, order must be received by **August 31, 2018**.
Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).
Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard: <input type="checkbox"/> Foam Core <input type="checkbox"/> PVC Fluted <input type="checkbox"/> Vinyl Banner	Upgraded: (additional 15% charge) <input type="checkbox"/> Sintra <input type="checkbox"/> Gator Board <input type="checkbox"/> Plexi
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If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT

<input type="checkbox"/> Vertical 	<input type="checkbox"/> Horizontal 	<input type="checkbox"/> Designer to decide 
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SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 100px; height: 20px;" type="text"/>	Total X	<input style="width: 100px; height: 20px;" type="text"/>	7% Sales Tax +	<input style="width: 100px; height: 20px;" type="text"/>	8% Admin Fee =	<input style="width: 100px; height: 20px;" type="text"/> Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

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ARTWORK & FILE GUIDELINES

Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. The two overall considerations for submitting acceptable artwork includes: proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The following files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use.

When using vector based formats, include all fonts, or convert fonts to outlines or paths.

File types that **cannot** be used to reproduce high quality graphics include:

- GIF
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt)
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy (floppy disks and zip drives are not a good option for sending large graphics files).
- Files may also be posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and back-up of the files on CD-Rom/DVD, while not necessary, are requested for our convenience. Please call (860) 882.0003.
- If your artwork files are below 6 megabytes, they can be e-mailed to info@demersexpo.com.



LIABILITY AND INSURANCE BULLETIN

New England Mortgage Bankers, Gurney's Resort, Newport RI, September 12-14, 2018

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.





Gurney's Newport Resort and Marina
Goat Island - Newport, RI 02840

LIABILITY WAIVER FORM

Please note that ALL exhibitors are required to complete the Liability Section and comply with the instructions listed in the Insurance Section of this form.

Please fax completed form back to the Gurney's Newport Resort and Marina Sales and Catering Office at 401-851-3201
Or email directly to Molly Norbury: Molly.Norbury@GurneysResorts.com

Name of Conference/Exhibit Show:		Contact:
Exhibitor (company):		Contact: Booth/Table #:
Address:		
Telephone:	Fax:	Date Required:

INSURANCE

A copy of a certificate showing proof of a minimum of one million dollars in General Liability Insurance must be sent to Gurney's by all exhibitors who will be doing culinary demonstrations, involving animals or displaying equipment worth over \$5000.

LIABILITY

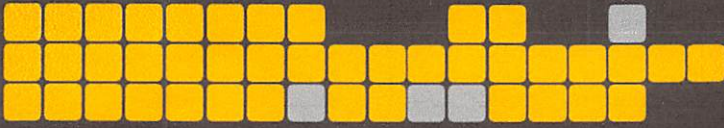
Gurney's Newport Resort and Marina will not be responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's employees or damage that is not caused by the willful negligence or wrongful act of any employee of the Hotel. **Each exhibitor must sign the following liability waiver.**

GENERAL WAIVER AND RELEASE

I, the undersigned, on behalf of myself and on behalf of _____ ("Exhibitor"), do hereby release, discharge and hold harmless Gurney's Newport Resort and Marina and H. E. Newport, L.L.C., a Delaware limited liability company and its members and their respective subsidiaries and affiliates, and their respective officers, directors, employees and agents (collectively "Gurney's"), from and against any and all claims, costs, expenses, damages and/or losses arising out of or resulting from Guest's activity at the _____ on or about _____.

Date: _____

(Exhibitor Signature)



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 401.851.3310. Email completed form to bpringles@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 70
LCD Projector		\$ 375
Digital Audio Recorder (CDs not included)		\$ 195

AUDIO EQUIPMENT	QTY	PRICE
Computer Audio Interface		\$ 50
Wired Microphone		\$ 55
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 165
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate.</i>		\$ 125
Individual Small Powered Speaker (up to five people)		\$ 92
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 245
4-6 Channel Mixer		\$ 120

ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 75
42"- 54" Rolling Cart w/Black Skirt		\$ 25

MONITORS	QTY	PRICE
22" Multi-Sync (Single-Pole Stand)		\$ 110
46" Monitor (Rolling Stand, Built-in Speakers)		\$ 415
55" Monitor (Rolling Stand, Built-in Speakers)		\$ 525

70" Monitor (Dual-Post Stand, Table Stand, Speakers) Please contact PSAV for quote

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 485
Wireless Internet Connection		\$ 120
Dedicated Bandwidth		Please contact PSAV for quote

CUSTOM ITEMS	QTY	PRICE
Flipchart Package (easel, pad & markers)		\$ 55
Poster Easel		\$ 15
Whiteboard Package (board, easel, markers & eraser)		\$ 68
Laptop Computer		\$ 215
Wireless Slide Advancer		\$ 50
Color Printer		\$ 310
Black & White Printer		\$ 130
Fax/Copy/Scanner (open phone line not included)		\$ 150

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SPECIAL REQUESTS Please add any items not listed above that you require.

Submit your exhibitor order to your PSAV representative:
Bryan Pringles | Director of Event Technology | 401.851.3310
Gurney's Newport Resort & Marina | psav.com/gurneysnewport

