

# SER EXPOSITION SERVICES

35B New Street  
Worcester, MA 01605  
Phone 508.757.3397 Fax 508.757.9136  
<https://serexpo.com> [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

NECANN Maine  
October 05 - 06, 2019  
Portland Sports Complex  
Portland, ME

## EVENT INFORMATION

We are pleased to inform you that SER exposition services has been selected by NECANN Maine to serve as your Official Service Contractor.

### DISCOUNT DEADLINE

All orders and payments must be received by September 27, 2019

A credit card on file with SER exposition services is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.757.3397, fax 508.757.9136 or email us at [serinfo@serexpo.com](mailto:serinfo@serexpo.com). You may also find answers to your questions by visiting our website [serexpo.com](http://serexpo.com)

### EVENT SCHEDULE

#### EXHIBITOR MOVE-IN

Friday, October 04, 2019 02:00 PM to 08:00 PM  
Saturday, October 05, 2019 07:00 AM to 10:00 AM

#### EVENT DATES

Saturday, October 05, 2019 11:00 AM to 05:00 PM  
Sunday, October 06, 2019 10:00 AM to 03:00 PM

#### EXHIBITOR MOVE-OUT

Sunday, October 06, 2019 03:00 PM to 06:00 PM

#### CARRIER CHECK IN

All carriers must check in by Sunday, October 06, 2019 05:00 PM

|   |                              |
|---|------------------------------|
| <b>BOOTH PACKAGE</b>  | <b>Exhibit Hall Carpet</b>   |
| Each 10' x 10' Booth Includes:<br><br>(1) 6' Skirted Table<br>(2) Folding Chairs<br>(1) Waste Basket<br>(1) Exhibitor ID Sign<br>8' High Draped Backwall<br>3' High Draped Sidewall<br><br>Show Colors: Green & White | Exhibit Hall is Not Carpeted |

### EXHIBITOR ORDERING

How to order:

- Online ordering: Orders may be placed at our online store: <https://serexpo.com/online-ordering.php>
- Email your order forms to [serinfo@serexpo.com](mailto:serinfo@serexpo.com)
- Fax your order forms to 508.757.9136

# SHIPPING INFORMATION

## ADVANCE RECEIVING AT THE WAREHOUSE

SER exposition services will accept crated, boxed or skidded materials between: August 28, 2019 - September 27, 2019

|                                 |   |
|---------------------------------|---|
| <b>Advance Shipping Address</b> | NECANN Maine<br>Company Name / Booth#<br>c/o SER exposition services<br>SER exposition services<br>35b New Street<br><br>Worcester, Massachusetts 01605 |
|---------------------------------|---|

## DIRECT SHIPMENTS TO EXHIBIT FACILITY

SER exposition services will receive shipments at the exhibit facility on October 04, 2019. Shipments sent directly to the facility 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.

|                                |   |
|--------------------------------|---|
| <b>Direct Shipping Address</b> | NECANN Maine<br>Company Name / Booth#<br>c/o SER exposition services<br>Portland Sports Complex<br>512 Warren Ave<br><br>Portland, ME 04103 |
|--------------------------------|---|

## 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 payments must be received by September 27, 2019**

A credit card on file with SER exposition services is required for all exhibitor orders. 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](https://serexpo.com).





# FURNITURE AND ACCESSORIES

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY September 27, 2019  
 STANDARD RATES APPLY TO LATE ORDERS.

Booth #

|                      |                  |
|----------------------|------------------|
| <b>Company Name</b>  | <b>Phone</b>     |
| <b>Authorized By</b> | <b>Signature</b> |

| QTY | Description | Discount Rate | Standard Rate | Total |
|-----|-------------|---------------|---------------|-------|
|-----|-------------|---------------|---------------|-------|

## TABLES - UNSKIRTED 30" HIGH

|  |                                    |         |          |  |
|--|------------------------------------|---------|----------|--|
|  | Table - Unskirted 2'x4'            | \$41.00 | \$53.25  |  |
|  | Table - Unskirted 2'x6'            | \$50.00 | \$65.00  |  |
|  | Table - Unskirted 2'x8'            | \$59.25 | \$76.75  |  |
|  | Table - Finished 30"D x 30"H Round | \$97.25 | \$126.50 |  |
|  | Table - Finished 30"D x 40"H Round | \$97.25 | \$126.50 |  |

## TABLES - ACCESSORIES

|  |                               |         |         |  |
|--|-------------------------------|---------|---------|--|
|  | 40" Extension Leg Set         | \$24.25 | \$31.50 |  |
|  | Ln ft of white Vinyl Covering | \$2.00  | \$2.50  |  |
|  | 4th Side Table Skirt          | \$48.50 | \$63.00 |  |

## TABLES - SKIRTED TABLES 30" & 40" HIGH - VINYL TOP - SKIRT 3 SIDES

|  |                                      |          |          |  |
|--|--------------------------------------|----------|----------|--|
|  | Table - Skirted - 2'x4'              | \$90.25  | \$117.25 |  |
|  | Table - Skirted - 2'x6'              | \$109.00 | \$141.75 |  |
|  | Table - Skirted - 2'x8'              | \$130.75 | \$170.00 |  |
|  | Table - Skirted 30"D x 30"H Round    | \$131.50 | \$170.75 |  |
|  | Table - Skirted 40" High - 2'x4'     | \$107.00 | \$139.25 |  |
|  | Table - Skirted 40" High - 2'x6'     | \$129.00 | \$167.50 |  |
|  | Table - Skirted 40" High - 2'x8'     | \$155.00 | \$201.00 |  |
|  | Table - Skirted 40" High - 30" Round | \$155.25 | \$202.00 |  |

CIRCLE A SKIRT COLOR: BEIGE - BLACK - BLUE - BURGUNDY - DUSTY ROSE - GOLD - GREEN - NAVY BLUE - PLUM - RED - SILVER - TEAL - TERRACOTTA - VIOLET - WHITE

## DRAPERY

|  |                                   |         |         |  |
|--|-----------------------------------|---------|---------|--|
|  | Ft of 8' high drape - linear foot | \$13.50 | \$17.50 |  |
|  | Ft of 3' high drape - linear foot | \$11.00 | \$14.25 |  |
|  | 8' High Upright Pipe with Base    | \$15.25 | \$19.75 |  |
|  | Top Arms                          | \$15.25 | \$19.75 |  |

CIRCLE A DRAPE COLOR: BEIGE - BLACK - BLUE - BURGUNDY - DUSTY ROSE - GOLD - GREEN - NAVY BLUE - PLUM - RED - SILVER - TEAL - TERRACOTTA - VIOLET - WHITE

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

|  |   |         |          |  |
|--|---|---------|----------|--|
|  | Table Top Riser - Skirted - One Step - 10"x4' | \$48.50 | \$63.00  |  |
|  | Table Top Riser - Skirted - Two Step - 20"x4' | \$72.75 | \$94.50  |  |
|  | Table Top Riser - Skirted - One Step - 10"x6' | \$60.50 | \$78.75  |  |
|  | Table Top Riser - Skirted - Two Step - 20"x6' | \$84.75 | \$110.25 |  |
|  | 4th Side Skirting - Riser                     | \$30.25 | \$39.50  |  |

CIRCLE SKIRT COLOR: BLUE - RED - WHITE

## BOOTH ACCESSORIES

|  |                              |         |          |  |
|--|------------------------------|---------|----------|--|
|  | Folding Chairs               | \$18.25 | \$23.75  |  |
|  | Upholstered Arm Chair        | \$66.50 | \$86.50  |  |
|  | Upholstered Side Chair       | \$58.25 | \$75.50  |  |
|  | Upholstered Stool with Back  | \$83.25 | \$108.25 |  |
|  | Wastebasket (7 Gallon)       | \$17.50 | \$23.00  |  |
|  | Tripod Display Easels        | \$36.50 | \$47.25  |  |
|  | 22"x28" Chrome Sign Holder   | \$70.00 | \$91.00  |  |
|  | 8.5" x 11" Black Sign Holder | \$59.00 | \$76.75  |  |

# FURNITURE AND ACCESSORIES (continued)

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY September 27, 2019  
 STANDARD RATES APPLY TO LATE ORDERS.

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

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

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

| QTY   | Description                    | Discount Rate | Standard Rate | Total |
|-------|--------------------------------|---------------|---------------|-------|
| _____ | Chrome Stanchion Post          | \$36.50       | \$47.25       | _____ |
| _____ | Velour Cord 8' Length          | \$36.50       | \$47.25       | _____ |
| _____ | Garment Rack                   | \$66.75       | \$86.50       | _____ |
| _____ | Bag Rack                       | \$60.50       | \$78.75       | _____ |
| _____ | Literature Rack                | \$103.00      | \$133.75      | _____ |
| _____ | 4'x8' Posterboard Double Sided | \$205.75      | \$267.50      | _____ |
| _____ | Park Bench                     | \$194.00      | \$251.75      | _____ |
| _____ | LED Lamp with clamp            | \$58.25       | \$75.50       | _____ |

## CARPET AND PADDING

|       |                         |             |             |       |
|-------|-------------------------|-------------|-------------|-------|
| _____ | Carpet 9'x10'           | \$142.75    | \$185.75    | _____ |
| _____ | Carpet 9'x20'           | \$285.50    | \$371.25    | _____ |
| _____ | Carpet 9'x30'           | \$428.50    | \$558.00    | _____ |
| _____ | Carpet 9'x40'           | \$571.25    | \$745.00    | _____ |
| _____ | Carpet - Cut and Lay    | \$3.50 sqft | \$4.25 sqft | _____ |
| _____ | Carpet Padding          | \$1.50 sqft | \$1.75 sqft | _____ |
| _____ | Carpet Front Rug Taping | \$1.25 Inft | \$1.50 Inft | _____ |

CIRCLE CARPET COLOR: BLACK - BLUE - GRAY - GREEN - PLUM - RED - TEAL - TUXEDO - VIOLET

| <b>Order Total</b> |       |
|--------------------|-------|
| Sub Total          | _____ |
| 5.5 % Sales Tax    | _____ |
| Total Due          | _____ |

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. ■ Discount prices are only available on or before September 27, 2019. ■ 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. SERNew129.8

## ADVANCE - MATERIAL HANDLING RATE SCHEDULE

|                            |  |
|----------------------------|--|
| <b>CRATED/SKIDDED</b>      | Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.  |
| <b>SPECIAL HANDLING</b>    | Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures. |
| <b>LATE DELIVERY</b>       | Shipments received at the advance warehouse after September 27, 2019 will be charged an additional 30%. Deliveries made to the warehouse after exhibitor move-in has started will be billed an additional charge for delivery to show site.  |
| <b>RETURN TO WAREHOUSE</b> | Shipments returned to SER warehouse at close of show for reforwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$75.00   |
| <b>OVERTIME (OT)</b>       | Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.  |

| ADVANCE SHIPMENTS TO WAREHOUSE   | ADVANCE SHIPMENTS TO WAREHOUSE  |
|--|---|
| <b>Shipments may arrive between</b><br><b>August 28, 2019 - September 27, 2019</b> | SHOW NAME<br>COMPANY NAME AND BOOTH #<br>c/o SER exposition services<br>SER exposition services<br>35b New Street<br><br>Worcester, Massachusetts 01605 |

Advance shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

| 200 lbs. min per shipment | ADVANCE SHIPMENTS<br>CRATED/SKIDDED | ADVANCE SHIPMENTS<br>SPECIAL HANDLING |
|---------------------------|-------------------------------------|---------------------------------------|
|                           | Per 100 lbs / 1 CWT (2 CWT Min)     | Per 100 lbs / 1 CWT (2 CWT Min)       |
| ST/ST                     | \$                                  | \$                                    |
| ST/OT                     | \$                                  | \$                                    |
| OT/OT                     | \$                                  | \$                                    |

|                                 |   |
|---------------------------------|---|
| <b>SMALL SHIPMENTS</b>          | (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates. |
| <b>Small Shipment Flat Rate</b> | \$  |

**CALCULATE ESTIMATED MATERIAL HANDLING CHARGES**

Our shipment will be delivered to:  Advance WH  
 200 lbs. minimum per shipment  
 We are shipping \_\_\_\_\_ lbs. @ \$\_\_\_\_\_ per 100 lbs

|                                | Order Total |
|--------------------------------|-------------|
| Sub Total                      | =           |
| Late Arrival Surcharge add 30% | =           |
| Estimate Total                 | =           |

|                      |                  |
|----------------------|------------------|
| <b>Booth #</b>       |                  |
| <b>Company Name</b>  | <b>Phone</b>     |
| <b>Authorized By</b> | <b>Signature</b> |

*We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.*

## DIRECT - MATERIAL HANDLING RATE SCHEDULE

|                            |  |
|----------------------------|--|
| <b>CRATED/SKIDDED</b>      | Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.  |
| <b>SPECIAL HANDLING</b>    | Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures. |
| <b>RETURN TO WAREHOUSE</b> | Shipments returned to SER warehouse at close of show for reforwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$75.00   |
| <b>OVERTIME (OT)</b>       | Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.  |

**DIRECT SHIPMENTS TO SHOW SITE:**

**DIRECT SHIPMENTS TO SHOW SITE**

**Shipments may only arrive only on  
October 04, 2019**

SHOW NAME  
 COMPANY NAME AND BOOTH #  
 c/o SER exposition services  
 Portland Sports Complex  
 512 Warren Ave  
  
 Portland, ME 04103

Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

| 200 lbs. min per shipment | DIRECT SHIPMENTS<br>CRATED/SKIDDED | DIRECT SHIPMENTS<br>SPECIAL HANDLING |
|---------------------------|------------------------------------|--------------------------------------|
|                           | Per 100 lbs / 1 CWT (2 CWT Min)    | Per 100 lbs / 1 CWT (2 CWT Min)      |
| ST/ST                     | \$                                 | \$                                   |
| ST/OT                     | \$                                 | \$                                   |
| OT/OT                     | \$                                 | \$                                   |

**SMALL SHIPMENTS** (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

**Small Shipment Flat Rate** \$

*CALCULATE ESTIMATED MATERIAL HANDLING CHARGES*

Our shipment will be delivered to:  Show Site  
 200 lbs. minimum per shipment  
 We are shipping \_\_\_\_\_ lbs. @ \$\_\_\_\_\_ per 100 lbs

|                                |                    |
|--------------------------------|--------------------|
|                                | <b>Order Total</b> |
| Sub Total                      | = _____            |
| Late Arrival Surcharge add 30% | = _____            |
| Estimate Total                 | = _____            |

|                      |                  |
|----------------------|------------------|
| <b>Booth #</b>       |                  |
| <b>Company Name</b>  | <b>Phone</b>     |
| <b>Authorized By</b> | <b>Signature</b> |

*We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.*



# MATERIAL HANDLING ORDER FORM

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 to show site 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.*

## INBOUND SHIPMENTS

We will be shipping to advance warehouse

We will be shipping direct to the Event Facility  
*(must arrive only on the official exhibitor move in day)*

Shipped From

Date Shipped

Carrier

PRO#/Tracking#

*(Fedex, UPS & DHL: additional charges apply)*

Arrival Date

Shipment Description

# of pieces

Est. Total Weight

*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.*

## OUTBOUND SHIPMENTS – AFTER THE SHOW

All freight will be shipped third party, prepaid 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

Will not ship out at the end of the show.

Freight arrangements will be handled by exhibitor

Van Line

Air Freight

Other

Freight arrangements will be handled by SER Logistics. *(Fill in below. Freight charges will be added to your invoice.)*

Shipped To *(consignee)*

Attention/Phone

Address

PRO/Tracking #

City

State

Zip Code

# of Pieces

Type

Estimate Weight

|                   |                                 | Qty | Rate    | Total |
|-------------------|---------------------------------|-----|---------|-------|
| Packing Materials | Steel banding (\$50.00 MINIMUM) |     | \$1.10  |       |
|                   | Skids to shrink wrap            |     | \$25.25 |       |

Company Name

Booth #

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

# SER EXPOSITION SERVICES

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Worcester, MA 01605  
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<https://serexpo.com> [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

NECANN Maine  
October 05 - 06, 2019  
Portland Sports Complex  
Portland, ME

## MATERIAL HANDLING INFORMATION

**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 show site 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.

## Frequently Asked Questions

### HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

We will accept freight beginning 30 days prior to show move-in.

To ensure timely arrival of your materials for the show, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.

The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.

The warehouse will accept crates, cartons, skids, trunks/cases and carpets.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.

Certified weight tickets must accompany all shipments.

### HOW DO I SHIP TO SHOW SITE?

Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific exhibitor move-in dates and times.

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.

Certified weight tickets must accompany all shipments.

Be sure to check your service manual if you are targeted for a specific date or time.

### WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.

To ensure that your freight does not arrive collect, mark your bill of lading prepaid.

Prepaid designates that the transportation charges will be paid by the exhibitor or a third party

### HOW SHOULD I LABEL MY FREIGHT?

The label should contain the exhibiting company name, Booth # and the name of the event.

The specific shipping address is located on the Material Handling Information page.

We have also included in your service manual labels for you to copy and attach to pieces as needed.

Try to label every piece that is skidded with at least your name and Booth #.

### WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "STORAGE" labels at the SER exposition services Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

### HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. SER exposition services will not be responsible or liable for any loss, damage, theft or disappearance of exhibitor's material after it has been delivered to the booth. We recommend that you hire security services from the facility or Show Management

### HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

For your convenience, SER Logistics will be on site to handle outbound transportation.

Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the SER exposition services Service Desk.)

After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the SER exposition services Service Desk. DO NOT leave the bill of lading in your booth.

Provide your designated carrier with pickup information.

Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific dates and times. In the event that your selected carrier fails to show on final move-out day your shipment will be rerouted through SER Logistics. You must notify your carrier of the dates and times of pick-up if you are not using SER Logistics.

### DO I NEED INSURANCE?

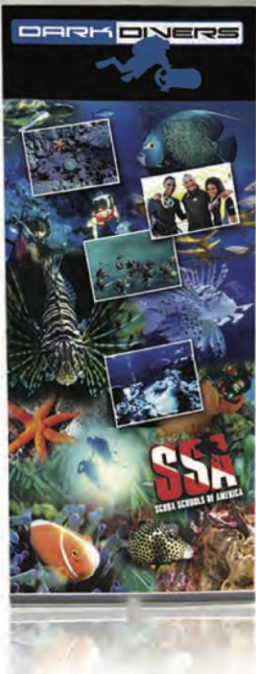
Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing policies.

|                             |                                  |  |                      |
|-----------------------------|----------------------------------|--|----------------------|
| <b>ADVANCE TO WAREHOUSE</b> | <b>EXHIBIT MATERIAL</b>          | <b>SER EXPOSITION SERVICES</b>   |                      |
|                             | <b>RUSH TO</b>                   | Booth # _____  | # _____ of _____ PCS |
|                             | <b>NECANN Maine</b>              | Exhibitor  |                      |
|                             | Receiving Begins August 28, 2019 | c/o SER exposition services<br>SER exposition services<br>35b New Street<br><br>Worcester, Massachusetts 01605 |                      |
|                             | Deadline September 27, 2019      |  |                      |

|                             |                                  |  |                      |
|-----------------------------|----------------------------------|--|----------------------|
| <b>ADVANCE TO WAREHOUSE</b> | <b>EXHIBIT MATERIAL</b>          | <b>SER EXPOSITION SERVICES</b>   |                      |
|                             | <b>RUSH TO</b>                   | Booth # _____  | # _____ of _____ PCS |
|                             | <b>NECANN Maine</b>              | Exhibitor  |                      |
|                             | Receiving Begins August 28, 2019 | c/o SER exposition services<br>SER exposition services<br>35b New Street<br><br>Worcester, Massachusetts 01605 |                      |
|                             | Deadline September 27, 2019      |  |                      |

|                           |                                      |  |                            |
|---------------------------|--------------------------------------|--|----------------------------|
| <b>DIRECT TO SHOWSITE</b> | <b>EXHIBIT MATERIAL</b>              | <b>SER EXPOSITION SERVICES</b>   |                            |
|                           | <b>RUSH TO</b>                       | Booth # _____  | #          of          PCS |
|                           | <b>NECANN Maine</b>                  | Exhibitor  |                            |
|                           | Receiving Begins    October 04, 2019 | C/O SER exposition services<br>Portland Sports Complex<br>512 Warren Ave<br><br>Portland, ME 04103 |                            |

|                           |                                      |  |                            |
|---------------------------|--------------------------------------|--|----------------------------|
| <b>DIRECT TO SHOWSITE</b> | <b>EXHIBIT MATERIAL</b>              | <b>SER EXPOSITION SERVICES</b>   |                            |
|                           | <b>RUSH TO</b>                       | Booth # _____  | #          of          PCS |
|                           | <b>NECANN Maine</b>                  | Exhibitor  |                            |
|                           | Receiving Begins    October 04, 2019 | C/O SER exposition services<br>Portland Sports Complex<br>512 Warren Ave<br><br>Portland, ME 04103 |                            |



Pronto Bannerstand



V-Stand Bannerstand



NEXT! SEG System



V-Burst



V Throw

# Banner Stands, Backwalls, and Booths

ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY September 27, 2019  
 30% APPLIES TO RUSH ORDERS. LATE ORDERS CAN NOT BE GUARANTEED.

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

|                   |                  |
|-------------------|------------------|
| <b>Company</b>    | <b>Phone</b>     |
| <b>Authorized</b> | <b>Signature</b> |

| QTY                         | Description   | Standard Price | Total           |
|-----------------------------|---|----------------|-----------------|
| <u>TABLE THROWS</u>         |   |                |                 |
| _____                       | V-Throw (6' Table Drape)                                      | \$350.00       | _____           |
| <u>BANNER STANDS</u>        |   |                |                 |
| _____                       | 33" Pronto Banner Stand                                       | \$515.00       | _____           |
| _____                       | 33" V-Stand Banner Stand                                      | \$315          | _____           |
| <u>BACKWALLS AND BOOTHS</u> |   |                |                 |
| _____                       | 10' Burst Pop-Up Booth  | \$1,950.00     | _____           |
| _____                       | 10' NEXT Back Lit SEG Pop-Up Booth                            | \$3,630.00     | _____           |
| _____                       | Contact us for additional options for customizing your booth. |                | _____           |
| <input type="checkbox"/>    | Installation required.  | n/c            | _____           |
| <u>MISC.</u>                |   |                |                 |
| _____                       | Design Time   | \$100/hour     | Adv. Only _____ |

*\*IF SUPPLIED ARTWORK IS NOT IN USABLE FORMAT OR ADJUSTMENT TO ARTWORK ARE REQUIRED, 1 HOUR OF DESIGN TIME WILL BE APPLIED TO ORDER.*

Additional Info:

|                |                    |
|----------------|--------------------|
|                | <b>Order Total</b> |
| Sub Total      | _____              |
| Rush Order 30% | _____              |
| 5.5 % Tax      | _____              |
| Total Due      | _____              |

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. ■ Discount prices are only available on or before September 27, 2019. ■ 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. SERSTD

# ARTWORK GUIDELINES

For accuracy, quality and efficiency of time, please prepare art files as specified below.

## File formats:

PDF JPG AI EPS TIFF PSD

*Please ensure all fonts are converted to outlines, images embedded, and files flattened before exporting artwork.*

## ARTWORK SIZE

All artwork must be submitted with a minimum 100dpi at 1:1 (100%), with no bleeds and no crop marks.

## COLOR

CYMK (If files are submitted in any other color mode, i.e. RGB, we will not be responsible for the final printed color, or the cost to reprint.)

We can attempt to match PMS colors upon request, please include those in instructions. Keep in mind that digital printing cannot always match PMS spot colors exactly. (When a PMS match is required, please make sure to send your files as an Illustrator .pdf (see above) as we will be unable to alter flattened Photoshop files.)

We do not accept artwork/logos/graphics submitted in Microsoft Word, Excel, Works, Quark or Corel.

## SENDING ARTWORK

Please label all files with your event name followed by your booth number. (EVENTNAME\_BOOTHNUMBER.PDF)

For graphics less than 10mb, email directly to [graphics@serexpo.com](mailto:graphics@serexpo.com). For larger files we can provide you with an ftp site to upload your files to. We can also recommend third party solutions for transferring us your artwork.

---

OUR EXPERIENCED TEAM IS ALWAYS HERE TO HELP, IF YOU HAVE ANY QUESTIONS  
CALL US AT 508.757.3397 OR EMAIL US AT [SERINFO@SEREXPO.COM](mailto:SERINFO@SEREXPO.COM)



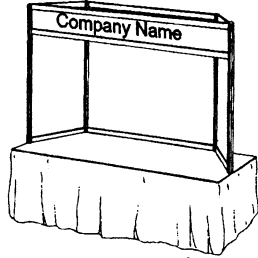
# SER EXPOSITION SERVICES

35B New Street  
 Worcester, MA 01605  
 Phone 508.757.3397 Fax 508.757.9136  
<https://serexpo.com> [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

NECANN Maine  
 October 05 - 06, 2019  
 Portland Sports Complex  
 Portland, ME

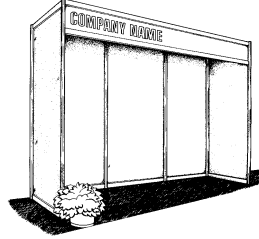
## MODULAR RENTAL EXHIBIT

Advance Orders only. Order Deadline September 27, 2019



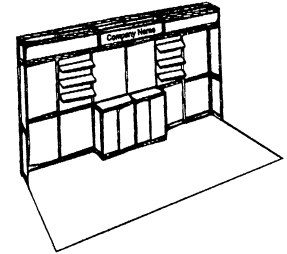
**Table Top - \$675.00**

- Custom Graphic Header
- 6' Skirted Table
- Choice of Back wall Material



**10' Backwall Exhibit - \$1650.00**

- Custom Graphic Header
- Choice of Back wall Material
- 3 - 39" shelves
- 9'x10' carpet



**20' Backwall Exhibit - \$2900.00**

- Custom Graphic Header
- Choice of Back wall Material
- 6 - 39" shelves
- 9'x20' carpet

All exhibits include install and dismantle labor. Lighting and electricity are not included.

### Choose Your Back Wall Material

- Blue Velcro       White Hardwall       Black Hardwall       Pegboard

### Choose Your Carpet Color

- Blue       Red       Green       Teal       Tuxedo  
 Grey       Plum       Violet

### Header Options

Choose your letter color

- Blue       Red       Green       Yellow       Font Type

(Helvetica will be used if left blank)

Indicate your header copy

### Additional Options

- 39" Shelves \_\_\_\_\_ \$21 each       Table Top Light Fixture \$100       10' Exhibit Light Fixture \$100       20' Exhibit Light Fixture \$200  
 Display Counters (39"x40"18") \_\_\_\_\_ \$250 each       10' Exhibit - Carpet Padding \$100       20' Exhibit - Carpet Padding \$200

| Order Total |   |       |
|-------------|---|-------|
| Sub Total   | + | 5.5 % |
|             | = | Total |

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

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

Phone \_\_\_\_\_

Authorized By \_\_\_\_\_

Signature \_\_\_\_\_

CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 100% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before September 27, 2019. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.

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<https://serexpo.com> [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

NECANN Maine  
 October 05 - 06, 2019  
 Portland Sports Complex  
 Portland, ME

## GRAPHICS

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.

### Standard Sizes

| QTY | DESCRIPTION       | DISCOUNT    | STANDARD | TOTAL |
|-----|-------------------|-------------|----------|-------|
|     | 7" x 11"          | \$28.60     | \$42.90  |       |
|     | 7" x 44"          | \$33.70     | \$50.55  |       |
|     | 9" x 44"          | \$36.75     | \$55.13  |       |
|     | 11" x 14"         | \$38.80     | \$58.20  |       |
|     | 14" x 44"         | \$42.85     | \$58.20  |       |
|     | 22" x 28"         | \$66.30     | \$99.45  |       |
|     | 28" x 44"         | \$86.70     | \$130.05 |       |
|     | 24" x 36"         | \$88.75     | \$133.13 |       |
|     | 36" x 48"         | \$95.90     | \$143.85 |       |
|     | Cardboard Easels  | \$6.15 each | \$9.23   |       |
|     | Step Stakes       | \$6.00 each | \$9.00   |       |
|     | Directional Arrow | \$4.35 each | \$6.53   |       |
|     | Logo*             | \$51.00     | \$76.50  |       |

One time set-up fee applies if logo is not in usable format

\*Logo must be provided by exhibitor

| <b>Order Total</b> |  |
|--------------------|--|
| Sub Total          |  |
| 5.5 % Tax          |  |
| Total Due          |  |

**SIGN COPY**

**OPTIONS**

Substrate

Coroplast

Foamcore

Text Color

Red  Green  Blue  Yellow  Silver  Black

Use SER judgment to choose color

Orientation

Horizontal

Vertical

ANY ORDERS RECEIVED LESS THAN FOURTEEN (14) DAYS PRIOR TO SHOW DATE CANNOT BE GUARANTEED.  
 PLEASE CALL FOR DETAILS: 508.757.3397

**Booth #**

**Company Name**

**Phone**

**Authorized By**

**Signature**

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NECANN Maine  
October 05 - 06, 2019  
Portland Sports Complex  
Portland, ME

# ARTWORK GUIDELINES

For accuracy, quality and efficiency of time, please prepare art files as specified below.

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PDF JPG AI EPS TIFF PSD

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All artwork must be submitted with a minimum 100dpi at 1:1 (100%), with no bleeds and no crop marks.

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CYMK (If files are submitted in any other color mode, i.e. RGB, we will not be responsible for the final printed color, or the cost to reprint.

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We do not accept artwork/logos/graphics submitted in Microsoft Word, Excel, Works, Quark or Corel.

## SENDING ARTWORK

Please label all files with your event name followed by your booth number. (EVENTNAME\_BOOTHNUMBER.PDF)

For graphics less than 10mb, email directly to [graphics@serexpo.com](mailto:graphics@serexpo.com). For larger files we can provide you with an ftp site to upload your files to. We can also recommend third party solutions for transferring us your artwork.

---

**OUR EXPERIENCED TEAM IS ALWAYS HERE TO HELP, IF YOU HAVE ANY QUESTIONS  
CALL US AT 508.757.3397 OR EMAIL US AT SERINFO@SEREXPO.COM**

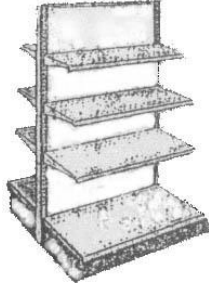
**SER EXPOSITION SERVICES**

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**NECANN Maine**  
**October 05 - 06, 2019**  
**Portland Sports Complex**  
**Portland, ME**

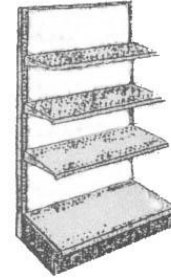
# Gondolas

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.



**Island Double Sided Gondola**

- 4' Wide x 6' High Backwall
- 18"-20" Deep Base
- Color: Beige



**Wall Unit Gondola**

- 4' Wide x 6' High Backwall
- 18"-20" Deep Base
- Color: Beige

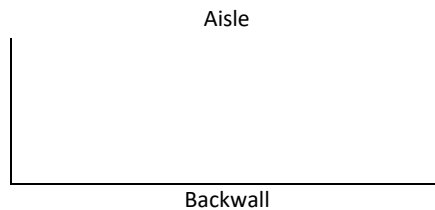
| <i>QTY</i> | <i>Description</i>          | <i>Discount Rate</i> | <i>Standard Rate</i> | <i>Total</i> |
|------------|-----------------------------|----------------------|----------------------|--------------|
|            | Island Double Sided Gondola | \$455.00             | \$500.50             |              |
|            | Wall Unit Gondola           | \$253.50             | \$279.00             |              |
|            | Gondola Shelves             | \$19.50              | \$21.50              |              |
|            | Gondola Hooks – 6"          | N/C                  | N/C                  |              |
|            | Gondola Hooks – 8"          | N/C                  | N/C                  |              |

**Additional Information**

Connect Units?  Yes  No

**Gondola Placement**

Please markup up the booth diagram with your Gondola Layout. Use an "X" to indicate Gondola placement.



|           | <i>Order Total</i> |
|-----------|--------------------|
| Sub Total |                    |
| 5.5 % Tax |                    |
| Total Due |                    |

**Booth #**

**Company Name**

**Phone**


**Authorized By**

**Signature**

**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.** ■ Discount prices are only available on or before September 27, 2019. ■ 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. ■

# SHOW CASES

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.

|  | Description  | Discount Rate | Standard Rate | Total |
|--|--|---------------|---------------|-------|
| <br>40" L x 21" D x 42"   | White laminate counter top, lights included.                                       | \$455.00      | \$500.50      | _____ |
| <br>80" L x 21" D x 42"    | White laminate counter top, 1 glass shelf, Sliding doors in rear, Lights included. | \$682.50      | \$750.75      | _____ |
| <br>80" L x 21" D x 42"   | White laminate counter top, Sliding doors in rear, 2 glass shelves.                | \$552.50      | \$607.75      | _____ |
| <br>96" L x 21" D x 96" | White laminate counter top, 3 full length glass shelves, Lights included.          | \$2535.00     | \$2788.50     | _____ |

Electrical service is not included. Locks are available upon request.



|           | <b>Order Total</b> |
|-----------|--------------------|
| Sub Total | _____              |
| 5.5 % Tax | _____              |
| Total Due | _____              |

|                      |                  |
|----------------------|------------------|
| <b>Booth #</b>       |                  |
| <b>Company Name</b>  | <b>Phone</b>     |
| <b>Authorized By</b> | <b>Signature</b> |

**CANCELLATION POLICY:** Items ordered & delivered to booth but subsequently canceled will be charged at 100% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before September 27, 2019. ■ 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.

# SHOW CASES

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.

|  | Description  | Discount Rate | Standard Rate | Total |
|--|--|---------------|---------------|-------|
| <br>21" L x 21" D x 78" H | White laminate counter top, 2 glass shelves.                 | \$539.50      | \$593.50      | _____ |
| <br>40" L x 21" D x 78"  | White laminate counter top 2 glass shelves, Lights included. | \$617.50      | \$679.25      | _____ |
| <br>108" L x 15" D x 72" | White laminate counter top, 7 glass shelves.                 | \$2080.00     | \$2288.00     | _____ |

Electrical service is not included. Locks are available upon request.

|           | Order Total |
|-----------|-------------|
| Sub total | _____       |
| 5.5 %     | _____       |
| Total Due | _____       |

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

---

**Company Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

---

**Authorized By** \_\_\_\_\_ **Signature** \_\_\_\_\_

**CANCELLATION POLICY:** Items ordered & delivered to booth but subsequently canceled will be charged at 100% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before September 27, 2019. ■ 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**

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**NECANN Maine**  
**October 05 - 06, 2019**  
**Portland Sports Complex**  
**Portland, ME**

# Counters

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.

|   | Description   | Discount Rate | Standard Rate | Total |
|---|---|---------------|---------------|-------|
|     | Standard One (1) Meter Counter<br>39" W x 19" D x 40" H | \$331.50      | \$365.00      | _____ |
|     | Standard Counter Curved<br>39" Radius x 19" D x 40" H   | \$468.00      | \$515.00      | _____ |
|    | Standard Two (2) Meter Counter<br>78" W x 19" D x 40" H | \$468.00      | \$515.00      | _____ |
|   | Three Sided Counter<br>Each face is 39" W 19" D x 40" H | \$552.50      | \$607.75      | _____ |
|  | Shelf Unit<br>39" W x 19" D x 80" H                     | 1007.50       | 1108.25       | _____ |

Custom graphics and locks are available upon request. Please contact us for additional information:

Email - [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

Phone – 508.757.3397

|           | Order Total |
|-----------|-------------|
| Sub Total | _____       |
| 5.5 % Tax | _____       |
| Total Due | _____       |

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

---

|                      |                  |
|----------------------|------------------|
| <b>Company Name</b>  | <b>Phone</b>     |
| <b>Authorized By</b> | <b>Signature</b> |

CANCELLATION POLICY: Items ordered & delivered to booth but subsequently canceled will be charged at 100% of price. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. ■ Discount prices are only available on or before September 27, 2019. ■ 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.

# BOOTH LABOR

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.

| Description  | Discount Rate | Standard Rate |
|--|---------------|---------------|
| <b>Straight Time</b> 8:00 AM to 4:30 PM Monday through Friday.                                       | \$85.00       | \$110.50      |
| <b>Overtime</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays. | \$127.50      | \$165.75      |

One-hour minimum charge per laborer. Labor after the first hour is charged in half hour increments.

Starting times guaranteed only at the start of the working day.

| Date | Start Time | # of Labor | Estimate Hours | Total Hours | Hourly Rate | Estimated Total |
|------|------------|------------|----------------|-------------|-------------|-----------------|
|      |            | x          | =              | @           | \$          | = \$            |
|      |            | x          | =              | @           | \$          | = \$            |

**Supervision of all labor is required. Please indicate supervision plan:**

**Plan A - Exhibitor Supervision**

All work is performed under the supervision of the Exhibitor. 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.

**Company Name**

---

**Contact Name**

**Phone**

---

**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, or a minimum \$45.00 on installation and \$45.00 on dismantle.

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

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

**Contact Name**

**Phone**

---

Describe any special requirements.

|                                   |                    |
|-----------------------------------|--------------------|
|                                   | <b>Order Total</b> |
| Sub Total                         |                    |
| SER Supervision (30% \$45.00 min) |                    |
| 5.5 % Tax                         | <b>N/A</b>         |
| Estimated Total                   |                    |

**Booth #**

---

**Company Name**

**Phone**

---

**Authorized By**

**Signature**

---

CANCELLATION POLICY: 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. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before September 27, 2019. SER85.0



# FORKLIFT

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.

| Description  | Discount Rate | Standard Rate |
|--|---------------|---------------|
| <b>Straight Time</b> 8:00 AM to 4:30 PM Monday through Friday.                                       | \$204.75      | \$266.18      |
| <b>Overtime</b> 4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays. | \$307.13      | \$399.26      |

**ONE-HOUR MINIMUM CHARGE PER FORKLIFT. AFTER THE FIRST HOUR, FORKLIFTS ARE CHARGED IN HALF HOUR INCREMENTS.**  
**TWO HOUR MINIMUM CHARGE FOR FORKLIFTS ORDERED FOR BOOTH LABOR INSTALL AND DISMANTLE.**  
**STARTING TIMES GUARANTEED ONLY AT THE START OF THE WORKING DAY.**

## Forklift - Install

| Date | Start Time | # of Forklifts | Approx. Hours Per Lift | Total Hours | Hourly Rate | Total |
|------|------------|----------------|------------------------|-------------|-------------|-------|
|      |            | x              | =                      | @           | \$          | = \$  |
|      |            | x              | =                      | @           | \$          | = \$  |

Describe work to be performed.

Estimated Total =

## Forklift - Dismantle

| Date | Start Time | # of Forklifts | Approx. Hours Per Lift | Total Hours | Hourly Rate | Total |
|------|------------|----------------|------------------------|-------------|-------------|-------|
|      |            | x              | =                      | @           | \$          | = \$  |
|      |            | x              | =                      | @           | \$          | = \$  |

Describe work to be performed.

Estimated Total =

Contact Name

Phone

*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.*

Booth #

Company Name

Phone

Authorized By

Signature

**CANCELLATION POLICY:** 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. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before September 27, 2019. SER204.75

# PORTER SERVICE

Orders must be received with full payment by September 27, 2019. Standard Rates apply to late orders.

| Description          |  | Discount<br>Hourly Rate | Standard<br>Hourly Rate |
|----------------------|--|-------------------------|-------------------------|
| <b>Straight Time</b> | 8:00 AM to 4:30 PM Monday through Friday.  | \$85.00                 | \$110.50                |
| <b>Overtime</b>      | 4:30 P.M. to 8:00 A.M. Monday through Friday, All day Saturday, Sunday and Holidays. | \$127.50                | \$165.75                |

## Porter Service Information

- Porter service is provided on a first-come, first serve basis for non-skidded items unloaded from and loaded into non-commercial vehicles.
- Porter service is for loose items only, *no machinery*.
- Porters are not available to assist with booth set-up or booth tear down, please order labor separately.
- Starting time guaranteed only at 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.
- For additional questions, please call us at 508.757.3397 or email us at [serinfo@serexpo.com](mailto:serinfo@serexpo.com)

**ONE-HOUR MINIMUM CHARGE PER PORTER. PORTER SERVICE AFTER THE FIRST HOUR IS CHARGED IN HALF-HOUR INCREMENTS.**

**STANDARD RATES APPLY TO ORDERS RECEIVED AFTER September 27, 2019.**

| Date | Start Time | # of Labor | Estimate Hours | Total Hours | Hourly Rate | Total |
|------|------------|------------|----------------|-------------|-------------|-------|
|      |            | x          | =              | @           | \$          | = \$  |
|      |            | x          | =              | @           | \$          | = \$  |

Describe Any Special Requirements

|                 |                    |
|-----------------|--------------------|
|                 | <b>Order Total</b> |
| Sub Total       |                    |
| 5.5 % Tax       | N/A                |
| Estimated Total |                    |

|                      |                  |
|----------------------|------------------|
| <b>Booth #</b>       |                  |
| <b>Company Name</b>  | <b>Phone</b>     |
| <b>Authorized By</b> | <b>Signature</b> |

**CANCELLATION POLICY:** 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. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before September 27, 2019. SER85