
EXHIBITOR SERVICE MANUAL

New Hampshire Outdoor Expo

The Hampshire Dome

Milford, NH

March 11-13, 2022

CAPITAL
convention contractors

153 Northboro Road, Suite 6 | Southborough, MA 01772
capitalconventions.com | Fax: 508-481-1150

877-335-3700

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CREDIT CARD AUTHORIZATION FORM

WE ACCEPT: American Express VISA MasterCard

Exhibitor _____ Booth # _____

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Email _____

Phone () _____ Fax () _____

Credit Card Number													Expiration		CVV*					
																/				

*(3 digit MC/Visa 4 digit Amex)

Card Holder Name (please print) _____ Signature _____

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.

CREDIT CARD PAYMENT POLICY

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor MUST be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.

EMAIL, MAIL OR FAX FORM TO:

Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: March 4, 2022

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$94.10	\$118.05	
		6' X 2' - 30" HIGH	\$106.10	\$132.35	
		8' X 2' - 30" HIGH	\$118.05	\$147.70	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$106.10	\$132.35	
		6' X 2' - 40" HIGH	\$118.05	\$147.70	
		8' X 2' - 40" HIGH	\$130.00	\$162.00	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$46.80	\$58.25	
		6' X 2' - 30" HIGH	\$58.25	\$73.60	
		8' X 2' - 30" HIGH	\$70.20	\$88.40	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' - 40" HIGH	\$53.05	\$65.50	
		6' X 2' - 40" HIGH	\$65.50	\$82.15	
		8' X 2' - 40" HIGH	\$79.05	\$98.80	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$94.10	\$118.05	
		30" ROUND - 40" HIGH	\$106.10	\$132.35	
SPANDEX COVER FOR COCKTAIL TABLE - Black, White, or Blue Only		30" ROUND - 30" or 40"	\$43.00	\$53.00	
TABLE RISERS		4' X 10" HIGH	\$47.85	\$59.30	
		6' X 10" HIGH	\$59.30	\$75.40	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$42.10	\$52.50	
		6' OR 8' COUNTER	\$42.10	\$52.50	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$10.40	\$14.80	
		3' HIGH PER LINEAR FT	\$6.75	\$8.85	

****IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED****

CIRCLE COLOR CHOICE: ROYAL BLUE SILVER BURGUNDY HUNTER GREEN
WHITE RED BLACK

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

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- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL	\$	_____
NH TAX 0.00 %	\$	_____
GRAND TOTAL	\$	_____

Don't see what you need?
Call Exhibitor Services for additional options.
877-335-3700

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name _____ Contact Person _____ Booth # _____
Address _____ City/State/Zip _____ Signature _____
Phone () _____ Fax () _____ Email address _____

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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: March 4, 2022

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		UPHOLSTERED BAR STOOL	\$57.20	\$71.25	
		PADDED ARM CHAIR	\$51.50	\$64.50	
		PADDED SIDE CHAIR	\$46.80	\$58.25	
		FOLDING CHAIR	\$11.95	\$15.60	
ACCESSORIES		6' DISPLAY CASE W/SHELVES	\$386.90	\$483.35	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$178.35	\$226.20	
		4' X 8' DISPLAY BOARD	\$148.70	\$192.15	
		LITERATURE RACK	\$77.50	\$97.50	
		CHROME 22" x 28" SIGN HOLDER	\$57.20	\$71.50	
		BAG RACK	\$65.50	\$82.15	
		GARMENT RACK	\$65.50	\$82.15	
		TRIPOD EASEL	\$21.85	\$27.55	
		RAFFLE DRUM	\$59.30	\$75.40	
		7 GALLON WASTEBASKET	\$16.65	\$21.85	
		8' ALUMINUM BACK POST W/BASE	\$23.90	\$29.65	
		6'-10' ADJUSTABLE CROSS BAR	\$11.95	\$14.80	

Don't see what you need?
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SUB TOTAL	\$	_____
NH TAX 0.00 %	\$	_____
GRAND TOTAL	\$	_____

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STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: March 4, 2022

Custom carpet is required for booths longer than 30' or booths configured as an island or Peninsula.
All prices include: delivery, installation, carpet tape and removal.

CIRCLE COLOR CHOICE: BLUE GREY BURGUNDY RED FOREST GREEN BLACK
BLUEJAY TUXEDO (If no color is chosen, GREY will be delivered automatically)

STANDARD CARPET

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$118.05	\$147.70	
	9 x 20	\$236.10	\$295.35	
	9 x 30	\$353.35	\$442.80	

PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding & visqueen orders.

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.35	\$1.90	
	Visqueen	\$.85	\$1.35	

CUSTOM CARPET

Minimum order of 100 square feet is required for custom carpet orders.

Advance Price: Booth size _____ (100 sq. ft. min) x \$2.70 sq. ft. = _____

Floor Price: Booth size _____ (100 sq. ft. min) x \$3.55 sq. ft. = _____

PRESTIGE CARPET

Minimum order of 100 square feet is required for prestige carpet orders.

Advance Price: Booth size _____ (100 sq. ft. min) x \$4.90 sq. ft. = _____

Please call Exhibitor Services for Prestige Carpet Color Choices

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SUB TOTAL	\$	_____
NH TAX 0.00%	\$	_____
GRAND TOTAL	\$	_____

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Address _____ City/State/Zip _____ Signature _____

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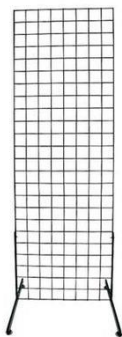
GRID WALL ORDER FORM

Advance Order Price Deadline: March 4, 2022

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
GRID WALLS w/ T-BASE LEGS		2' WIDE X 8' HIGH GRID WALL SECTIONS (black)	\$45.00	\$58.50	
		2' WIDE X 6' HIGH GRID WALL SECTIONS (black)	\$37.80	\$49.05	
ACCESSORIES		7-BALL WATERFALL HOOK (black)	\$7.00	\$9.00	
		4" GRID WALL HOOKS (black)	\$1.00	\$1.30	
		6" GRID WALL HOOKS (black)	\$1.00	\$1.30	
		8" GRID WALL HOOKS (black)	\$1.00	\$1.30	
		10" GRID WALL HOOKS (black)	\$1.25	\$1.60	
		12" GRID WALL HOOKS (black)	\$1.25	\$1.60	

SUB TOTAL
NH TAX 0.00 %
GRAND TOTAL

\$ _____
\$ _____
\$ _____



GRID WALL w/ T- BASE LEGS



7-BALL WATERFALL HOOK



GRID WALL HOOK

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