
EXHIBITOR SERVICE MANUAL

New Hampshire Outdoor Expo

The Hampshire Dome

Milford, NH

March 8-10, 2024

CAPITAL
convention contractors

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

877-335-3700

The Hampshire Dome

Event Move In – Move Out

The Hampshire Dome is an air-supported structure. As such, doors directly to the outside should never be opened unless an emergency.

To handle entrance and egress, there are several options:

- The public enters and exits through three revolving doors at the front of the Dome.
- There is a handicap accessible airlock next to one of the revolving doors. An airlock, similar to a spacecraft, has two doors, one of which must always be closed.
- There is also a “Vehicle” Airlock on the side of the Dome.

For Events, the Move In – Move Out procedures include several options for vendors:

1. Small items can be brought in through the revolving doors at the front of the Dome.
2. The Handicap Airlock may also be used – you can fit dollies, wagons, and small carts, remembering to keep one door closed at all times. We will have staff to assist with the doors.
3. The Vehicle Airlock is accessed by driving $\frac{3}{4}$ of the way around the Dome. You cannot miss the Vehicle Airlock as it extends out from the main building.
 - a. The airlock is 38’ long and has 13.5’ by 13.5’ garage doors
 - b. Dome Staff are the only ones to operate the two garage doors and the two people doors.
 - c. There is limited parking near the Vehicle Airlock. We ask that vendors unload quickly into the airlock when the outside garage door is opened
 - d. Once the outside garage closes we Dome staff will open the inside garage door and you may move items into the main building. We ask that you focus on getting items into the building onto the running track just outside the airlock so that we can close the door and do another load in.
 - e. Once inside, someone should go outside and move the vendor vehicle away from the airlock parking spaces to either the front or other side of the Dome. This will allow the next group of vendors to park and unload.
 - f. Finally move your items from the track to your booth location.
 - g. Move out at the end of the Event is simply the reverse.
 - h. While it sounds awkward, you will see that a real flow develops and with camaraderie of vendors and Dome staff all working together in a smooth fashion. We appreciate your cooperation and look forward to assisting!

CREDIT CARD AUTHORIZATION FORM

WE ACCEPT: American Express VISA MasterCard Discover

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: February 22, 2024

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' – 30" HIGH	\$101.40	\$126.35	
		6' X 2' – 30" HIGH	\$112.85	\$140.90	
		8' X 2' – 30" HIGH	\$124.30	\$154.95	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' – 40" HIGH	\$124.30	\$154.95	
		6' X 2' – 40" HIGH	\$146.65	\$183.55	
		8' X 2' – 40" HIGH	\$169.50	\$211.65	
TABLES-UNDRAPED		4' X 2' – 30" HIGH	\$56.15	\$70.70	
		6' X 2' – 30" HIGH	\$67.10	\$84.25	
		8' X 2' – 30" HIGH	\$78.50	\$98.30	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' – 40" HIGH	\$62.90	\$78.50	
		6' X 2' – 40" HIGH	\$73.85	\$93.60	
		8' X 2' – 40" HIGH	\$85.30	\$107.10	
TABLES-COCKTAIL FINISHED TOP		30" ROUND – 30" HIGH	\$101.40	\$126.35	
		30" ROUND – 40" HIGH	\$112.85	\$140.90	
SPANDEX COVER FOR COCKTAIL TABLE – Black, White, or Blue Only		30" ROUND – 30" or 40"	\$52.00	\$64.00	
TABLE RISERS		4' X 10" HIGH	\$68.65	\$85.30	
		6' X 10" HIGH	\$79.55	\$100.35	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$51.50	\$63.95	
		6' OR 8' COUNTER	\$51.50	\$63.95	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$10.90	\$15.60	
		3' HIGH PER LINEAR FT	\$7.80	\$9.90	

****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.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ 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: February 22, 2024

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		UPHOLSTERED BAR STOOL	\$67.10	\$84.25	
		PADDED ARM CHAIR	\$56.15	\$70.70	
		PADDED SIDE CHAIR	\$51.50	\$65.00	
		FOLDING CHAIR	\$16.10	\$20.80	
ACCESSORIES		6' DISPLAY CASE W/SHELVES	\$397.80	\$497.65	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$199.15	\$250.10	
		4' X 8' DISPLAY BOARD	\$159.10	\$199.15	
		LITERATURE RACK	\$85.30	\$107.10	
		CHROME 22" x 28" SIGN HOLDER	\$67.60	\$84.50	
		BAG RACK	\$73.85	\$92.55	
		GARMENT RACK	\$73.85	\$92.55	
		TRIPOD EASEL	\$28.60	\$36.90	
		RAFFLE DRUM	\$68.65	\$85.30	
		7 GALLON WASTEBASKET	\$18.70	\$22.90	
		8' ALUMINUM BACK POST W/BASE	\$28.60	\$36.90	
		6'-10' ADJUSTABLE CROSS BAR	\$17.15	\$20.80	

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

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Chairs



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

Draped Tables



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

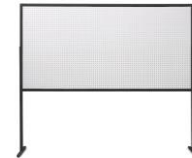
Accessories



Display Case



Standard Counter



Display Board



Literature Racks



Chrome Sign Holder



Bag Rack



Garment Rack



Tripod Easel



Raffle Drum

Please Note:

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: February 22, 2024

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

PADDING & VISQUEEN

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$135.20	\$169.50	
	9 x 20	\$270.40	\$339.05	
	9 x 30	\$405.60	\$507.00	

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

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$1.55	\$2.10	
	Visqueen	\$1.55	\$1.80	

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$3.10 sq. ft. = _____
Floor Price: Booth size _____ (100 sq. ft. min) x \$4.15 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 \$5.70 sq. ft. = _____
 Please call Exhibitor Services for Prestige Carpet Color Choices

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GRID WALL ORDER FORM

Advance Order Price Deadline: February 22, 2024

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
GRID WALLS w/ T-BASE LEGS		2' WIDE X 8' HIGH GRID WALL SECTIONS (black)	\$54.45	\$70.80	
		2' WIDE X 6' HIGH GRID WALL SECTIONS (black)	\$45.75	\$59.50	
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

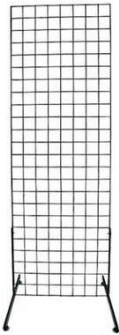
\$ _____ .

NH TAX 0.00 %

\$ _____ .

GRAND TOTAL

\$ _____ .



GRID WALL w/ T- BASE LEGS



7-BALL WATERFALL HOOK



GRID WALL HOOK

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