

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
RI Convention Center
Providence, Rhode Island

EVENT INFORMATION

We are pleased to inform you that SER exposition services has been selected by CERF 2017 to serve as your Official Service Contractor.

DISCOUNT DEADLINE

All orders and payments must be received by October 27, 2017

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. You may also find answers to your questions by visiting our website serexpo.com

EVENT SCHEDULE

EXHIBITOR MOVE-IN

Sunday, November 05, 2017 12:00 PM to 07:30 PM

EVENT DATES

Sunday, November 05, 2017	08:00 PM to 10:00 PM	Welcome Reception
Monday, November 06, 2017	09:30 AM to 07:00 PM	
Tuesday, November 07, 2017	09:30 AM to 04:00 PM	
Wednesday, November 08, 2017	09:30 AM to 07:00 PM	

EXHIBITOR MOVE-OUT

Wednesday, November 08, 2017 07:00 PM to 11:00 PM

CARRIER CHECK IN

All carriers must check in by Wednesday, November 08, 2017 09:00

BOOTH PACKAGE

Booth Size 10'x 10'
Skirted 8' Table
Folding Chairs 2
Wastebasket
8ft Backwall
3ft Sidewall

Show Colors: Solid Silver

Exhibit Hall Carpet

Blue Jay Aisle Carpet. Booths are not carpeted.

EXHIBITOR ORDERING

How to order:

- Online ordering: Online orders may be placed at our online store: <https://ser.goshowonline.com/ecommm/>
If you have not received your login information for this event, please fill out the form at this address
<https://ser.goshowonline.com/ecommm/auth/index/userinforequest>
- Email your order forms to serinfo@serexpo.com
- Fax your order forms to 508.757.9136

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

SHIPPING INFORMATION

ADVANCE RECEIVING AT THE WAREHOUSE

SER exposition services will accept crated, boxed or skidded materials between: October 05, 2017 - October 27, 2017

Advance Shipping Address	CERF 2017 Company Name / Booth# c/o SER exposition services SER exposition services 35b New Street Worcester, Massachusetts 01605
---------------------------------	--

DIRECT SHIPMENTS TO EXHIBIT FACILITY

SER exposition services will receive shipments at the exhibit facility on November 05, 2017. 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.

Direct Shipping Address	CERF 2017 Company Name / Booth# c/o SER exposition services Rhode Island Convention Center One Sabin Street Providence, Rhode Island 02903
--------------------------------	---

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 October 27, 2017**

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.

SER EXPOSITION SERVICES

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

CERF 2017

November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

RECAP OF SERVICES ORDERED

This form must be returned to SER exposition services with your completed order forms and payment in full by
 October 27, 2017.

FURNITURE AND BOOTH ACCESSORIES ORDER	\$
ADVANCE LABOR ORDER	\$
ESTIMATED MATERIAL HANDLING ORDER	\$
CUSTOM GRAPHICS ORDER	\$
SHOW CASES/MODULAR EXHIBIT ORDER	\$
MISCELLANEOUS/OTHER	\$
TOTAL ESTIMATED CHARGES	\$

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO: SER EXPOSITION SERVICES

Payment by company check: Checks must be drawn on a US bank, in US funds only. Please reference CERF 2017. Purchase orders are not considered payment. Tax Exempt: If you are exempt from paying sales tax, you must forward a tax exemption certificate from the state the services are to be rendered.

Check Number _____ Dated _____ In the Amount Of \$ _____

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

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

Cardholder Name				Cardholder Signature					
Billing Address				Phone Number					
City		State		Zip Code					
Charge to: <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard									
								Exp Date:	Sec. Code*

**Amex 4 digit, MC/Visa/Disc 3 digit*

ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED. All

adjustments to charges are to be made at show site, NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. If requesting a receipt, please allow seven (7) business days after the close of the show.

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL ORDERS EMAIL YOUR ORDER TO: SERINFO@SEREXPO.COM

Date	
Company Name	Booth#
Contact Name	Signature
Address	
City	State
Phone	Zip
	Email

FURNITURE AND ACCESSORIES

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY October 27, 2017
 STANDARD RATES APPLY TO LATE ORDERS.

Booth #

Company Name

Phone

Authorized By

Signature

QTY	Description	Discount Rate	Standard Rate	Total
TABLES - UNSKIRTED 30" HIGH				
	Table - Unskirted 2'x4'	\$37.18	\$48.33	
	Table - Unskirted 2'x6'	\$45.43	\$59.06	
	Table - Unskirted 2'x8'	\$53.68	\$69.78	
	Table - Finished 30"D x 30"H Round	\$88.39	\$114.90	
	Table - Finished 30"D x 40"H Round	\$88.39	\$114.90	

TABLES - ACCESSORIES				
	40" Extension Leg Set	\$22.00	\$28.60	
	Ln ft of white Vinyl Covering	\$1.65	\$2.15	
	4th Side Table Skirt	\$44.00	\$57.20	

TABLES - SKIRTED TABLES 30" & 40" HIGH - VINYL TOP - SKIRT 3 SIDES				
	Table - Skirted - 2'x4'	\$81.90	\$106.46	
	Table - Skirted - 2'x6'	\$99.00	\$128.70	
	Table - Skirted - 2'x8'	\$118.80	\$154.44	
	Table - Skirted 30"D x 30"H Round	\$119.35	\$155.16	
	Table - Skirted 40" High - 2'x4'	\$97.24	\$126.41	
	Table - Skirted 40" High - 2'x6'	\$117.15	\$152.30	
	Table - Skirted 40" High - 2'x8'	\$140.58	\$182.75	
	Table - Skirted 40" High - 30" Round	\$141.13	\$183.47	

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	\$12.10	\$15.73	
	Ft of 3' high drape - linear foot	\$9.90	\$12.87	
	8' High Upright Pipe with Base	\$13.75	\$17.88	
	Top Arms	\$13.75	\$17.88	

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'	\$44.00	\$57.20	
	Table Top Riser - Skirted - Two Step - 20"x4'	\$66.00	\$85.80	
	Table Top Riser - Skirted - One Step - 10"x6'	\$55.00	\$71.50	
	Table Top Riser - Skirted - Two Step - 20"x6'	\$77.00	\$100.10	
	4th Side Skirting - Riser	\$27.50	\$35.75	

CIRCLE SKIRT COLOR: BLUE - RED - WHITE

BOOTH ACCESSORIES

	Folding Chairs	\$16.50	\$21.45	
	Upholstered Arm Chair	\$60.50	\$78.65	
	Upholstered Side Chair	\$52.80	\$68.64	
	Upholstered Stool with Back	\$75.63	\$98.31	
	Wastebasket (7 Gallon)	\$15.95	\$20.74	
	Tripod Display Easels	\$33.00	\$42.90	
	22"x28" Chrome Sign Holder	\$63.53	\$82.58	
	8.5" x 11" Black Sign Holder	\$53.63	\$69.71	

FURNITURE AND ACCESSORIES (continued)

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY October 27, 2017
 STANDARD RATES APPLY TO LATE ORDERS.

Booth #

Company Name

Phone

Authorized By

Signature

QTY	Description	Discount Rate	Standard Rate	Total
	Chrome Stanchion Post	\$33.00	\$42.90	
	Velour Cord 8' Length	\$33.00	\$42.90	
	Garment Rack	\$60.50	\$78.65	
	Bag Rack	\$55.00	\$71.50	
	Literature Rack	\$93.50	\$121.55	
	4'x8' Posterboard Double Sided	\$187.00	\$243.10	
	Park Bench	\$176.00	\$228.80	
	LED Lamp with clamp	\$52.80	\$68.64	
	25' extension cord	\$20.00	\$N/A	
	Power strips	\$20.00	\$N/A	

CARPET AND PADDING

	Carpet 9'x10'	\$129.80	\$168.74	
	Carpet 9'x20'	\$259.60	\$337.48	
	Carpet 9'x30'	\$389.40	\$506.22	
	Carpet 9'x40'	\$519.20	\$674.96	
	Carpet - Cut and Lay	\$2.97 sqft	\$3.86 sqft	
	Carpet Padding	\$1.21 sqft	\$1.57 sqft	
	Carpet Front Rug Taping	\$0.99 lnft	\$1.29 lnft	

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

Order Total

Sub Total

RI 7% 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 October 27, 2017. ■ 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. SER129.8

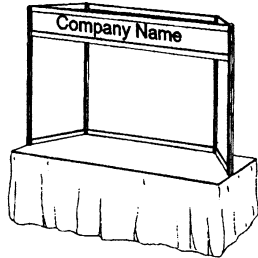
SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

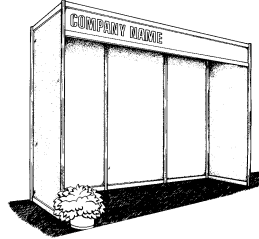
MODULAR RENTAL EXHIBIT

Advance Orders only. Order Deadline October 27, 2017



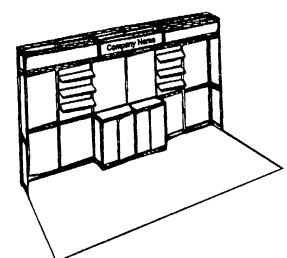
☐ **Table Top - \$525**

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



☐ **10' Backwall Exhibit - \$1250**

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



☐ **20' Backwall Exhibit - \$2500**

- 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 ☐ Font Type
☐ Silver ☐ Purple ☐ Yellow

(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"x18") _____ \$250 each ☐ 10' Exhibit - Carpet Padding \$100 ☐ 20' Exhibit - Carpet Padding \$200

Order Total

	+		=	
Sub Total		RI 7%		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 October 27, 2017. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

GRAPHICS

Orders must be received with full payment by October 27, 2017. 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

Order Total	
Sub Total	
RI 7% 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

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 October 27, 2017. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

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. 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

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

Grid Walls and Accessories

Grid wall has become one of the industry's most popular and versatile ways to utilize both the wall mounted application and the free-standing display. It is a lightweight, durable fixture, constructed of 1/4-inch-thick wire spaced 3 inches on center.

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.



2' X 8' CHROME GRID SECTIONS

GRID CONNECTORS
INCLUDED WITH
EACH ATTACHED
SECTION.
PLEASE INCLUDE
TOTAL NUMBER OF
CONNECTORS
NEEDED

QTY	DESCRIPTION	Discount Rate	Standard Rate	TOTAL
	Chrome Grid Sections	\$41.00 ea.	\$53.00 ea.	
	Grid Connectors 3 per 2 sections	No Charge	No Charge	n/c
	T-Base legs	\$31.00/set	\$40.30/set	
	Square 12" Face Out	\$7.00 ea.	\$9.10 ea.	
	Waterfall Ball Hooks	\$7.00 ea.	\$9.10 ea.	

Order Total

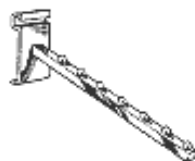
Sub Total

RI 7% Tax

Total Due



T-BASE LEG SET OF TWO



WATERFALL BALL HOOK



SQUARE 12" FACE OUT

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 or before October 27, 2017. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services


SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

LED SPOTLIGHT

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

	Designed to deliver wall washing, even illumination, without hot spots Light output of generation 3 LED board is equivalent to a 200-watt linear halogen lamp Fixture is listed to both UL and CSA standards Custom heat sink to properly cool the LED's 15' CORD CONSISTENT COLOR TEMPERATURE - The clean output of our fixtures provides a consistent quality of neutral white light					
	Watts	AMPS	Volts	Lumens	Weight	Color Temp
	15	.625	24	1980	.85 lbs	Neutral White 4100K

ELECTRICITY IS NOT INCLUDED AND MUST BE ORDERED SEPARATELY.

	<i>Discount Rate</i>	<i>Standard Rate</i>	<i>Total</i>
Number of lights _____	at \$52.80 each	at \$68.64 each	_____
8' high upright pipe with base _____	at \$13.75 each	at \$17.88 each	_____
Top Arm _____	at \$13.75 each	at \$17.88 each	_____

Below is a booth diagram. Please draw where you want your lights to be mounted.

AISLE



Backwall

Order Total

Sub Total

RI 7% 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 October 27, 2017. ■ 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. SER129.8

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

SHOW CASES

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
 40" L x 21" D x 42"	White laminate counter top, lights included.	\$350.00	\$455.00	_____
 80" L x 21" D x 42"	White laminate counter top, 1 glass shelf, Sliding doors in rear, Lights included.	\$525.00	\$682.50	_____
 80" L x 21" D x 42"	White laminate counter top, Sliding doors in rear, 2 glass shelves.	\$425.00	\$552.50	_____
 96" L x 21" D x 96"	White laminate counter top, 3 full length glass shelves, Lights included.	\$1950.00	\$2535.00	_____

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

	Order Total
Sub Total	_____
RI 7% Tax	_____
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 October 27, 2017. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.




SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

SHOW CASES

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
 21" L x 21" D x 78" H	White laminate counter top, 2 glass shelves.	\$415.00	\$539.50	_____
 40" L x 21" D x 78"	White laminate counter top 2 glass shelves, Lights included.	\$475.00	\$617.50	_____
 108" L x 15" D x 72"	White laminate counter top, 7 glass shelves.	\$1600.00	\$2080.00	_____

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

	Order Total
Sub total	_____
RI 7%	_____
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 October 27, 2017. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.






SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

Counters

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

	Description	Discount Rate	Standard Rate	Total
	Standard Counter - 39" W x 19" D x 40" H	\$255.00	\$331.50	_____
	Standard Counter Curved - 39" Radius x 19" D x 40" H	\$360.00	\$468.00	_____
	Standard Counter Long - 78" W x 19" D x 40" H	\$360.00	\$468.00	_____
	Three Sided Counter – Each face is 39" W 19" D x 40" H	\$425.00	\$552.50	_____
	Shelf Unit – 39" W x 19" D x 80" H	775.00	1007.50	_____

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

Email - serinfo@serexpocom

Phone – 508.757.3397

	Order Total
Sub Total	_____
RI 7% Tax	_____
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 October 27, 2017. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services.

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

FLORAL

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

Live Tropical plants (rental)

QTY	Description	Discount Rate	Standard Rate	Total
_____	2' – 3' Green Plant	\$65.00	\$84.50	_____
_____	4' – 5' Green Plant	\$85.00	\$110.50	_____
_____	6' Green Plant	\$100.00	\$130.00	_____

Fresh Flowers (purchase)

QTY	Description	Discount Rate	Standard Rate	Total
_____	Potted Seasonal Plant	\$45.00	\$58.50	_____
_____	Cut Flower Arrangement - Small	\$66.00	\$85.80	_____
_____	Cut Flower Arrangement - Medium	\$86.00	\$111.80	_____
_____	Cut Flower Arrangement - Large	\$110.00	\$143.00	_____

A delivery fee of \$15.00 will apply on all orders of \$100.00 or less.

	Order Total
Sub Total	_____
RI 7% Tax	_____
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 October 27, 2017. ■ Sales tax must be included. ■ To guarantee item or color, orders must be received 14 days prior to event. ■ Equipment is on a rental basis and remains the property of SER exposition services. ■

SER EXPOSITION SERVICES

35B New Street

Worcester, MA 01605

Phone 508.757.3397 Fax 508.757.9136

<https://serexpo.com> serinfo@serexpo.com**CERF 2017****November 05 - 08, 2017****Rhode Island Convention Center****Providence, Rhode Island****ADVANCE- MATERIAL HANDLING RATE SCHEDULE**

CRATED/SKIDDED	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING	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.
LATE DELIVERY	Shipments received at the advance warehouse after October 27, 2017 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.
RETURN TO WAREHOUSE	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
OVERTIME (OT)	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**

Shipments may arrive between
October 05, 2017 - October 27, 2017

SHOW NAME
COMPANY NAME AND BOOTH #
c/o SER exposition services
SER exposition services
35b New Street

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 CRATED/SKIDDED	ADVANCE SHIPMENTS SPECIAL HANDLING
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$74.00	\$148.00	\$96.20	\$192.40
ST/OT	\$96.20	\$192.40	\$118.40	\$236.80
OT/OT	\$118.40	\$236.80	\$140.60	\$281.20
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	\$71.00			

CALCULATE ESTIMATED MATERIAL HANDLING CHARGESOur shipment will be delivered to: ☒ Advance WH

200 lbs. minimum per shipment

We are shipping _____ lbs. @ \$_____ per 100 lbs

Sub Total =

Late Arrival Surcharge add 30% =

Estimate Total =

Order Total**Booth #****Company Name****Phone****Authorized By****Signature**

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

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

DIRECT - MATERIAL HANDLING RATE SCHEDULE

CRATED/SKIDDED	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING	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.
RETURN TO WAREHOUSE	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
OVERTIME (OT)	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
November 05, 2017

SHOW NAME
COMPANY NAME AND BOOTH #
c/o SER exposition services
Rhode Island Convention Center
One Sabin Street

Providence, Rhode Island 02903

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 CRATED/SKIDDED		DIRECT SHIPMENTS SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$71.00	\$142.00	\$92.30	\$184.60
ST/OT	\$92.30	\$184.60	\$113.60	\$227.20
OT/OT	\$113.60	\$227.20	\$134.90	\$269.80

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 \$71.00

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

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

Booth #	
Company Name	Phone
Authorized By	Signature

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

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

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

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

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.

SER EXPOSITION SERVICES

35B New Street

Worcester, MA 01605

Phone 508.757.3397 Fax 508.757.9136

<https://serexpo.com> serinfo@serexpo.com

CERF 2017

November 05 - 08, 2017

Rhode Island Convention Center

Providence, Rhode Island

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.

ADVANCE TO WAREHOUSE	EXHIBIT MATERIAL RUSH TO CERF 2017	SER EXPOSITION SERVICES	
		Booth # _____	# _____ of _____ PCS
		Exhibitor	
		C/O SER exposition services SER exposition services 35b New Street Worcester, Massachusetts 01605	
	Receiving Begins October 05, 2017 Deadline October 27, 2017		

ADVANCE TO WAREHOUSE	EXHIBIT MATERIAL RUSH TO CERF 2017	SER EXPOSITION SERVICES	
		Booth # _____	# _____ of _____ PCS
		Exhibitor	
		C/O SER exposition services SER exposition services 35b New Street Worcester, Massachusetts 01605	
	Receiving Begins October 05, 2017 Deadline October 27, 2017		

DIRECT TO SHOWSITE	<div>EXHIBIT MATERIAL</div> <div>RUSH TO</div> <div>CERF 2017</div> <div>Receiving Begins November 05, 2017</div>	SER EXPOSITION SERVICES		
		Booth #		# of PCS
		Exhibitor		
		C/O SER exposition services Rhode Island Convention Center One Sabin Street Providence, Rhode Island 02903		

DIRECT TO SHOWSITE	<div>EXHIBIT MATERIAL</div> <div>RUSH TO</div> <div>CERF 2017</div> <div>Receiving Begins November 05, 2017</div>	SER EXPOSITION SERVICES		
		Booth #		# of PCS
		Exhibitor		
		C/O SER exposition services Rhode Island Convention Center One Sabin Street Providence, Rhode Island 02903		

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

BOOTH LABOR

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

Description	Discount Rate	Standard Rate
Straight Time 8:00 AM to 4:30 PM Monday through Friday.	\$85.00	\$110.50
Overtime 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. (\$45.00 minimum).

☐ **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.

	Order Total
Sub Total	
SER Supervision (30% \$45.00 min)	
RI 7% Tax	N/A
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 October 27, 2017. SER85

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

PORTER SERVICE

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

Description		Discount Hourly Rate	Standard Hourly Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday.	\$85.00	\$110.50
Overtime	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

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 October 27, 2017.

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

Describe Any Special Requirements

Order Total

Sub Total

RI 7% Tax

Estimated Total

N/A

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 October 27, 2017. SER85

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

BANNER HANGING

Orders must be received with full payment by October 27, 2017. Standard Rates apply to late orders.

Description	Discount Rate	Standard Rate
Banner up to 10 feet long	\$90	\$117
Banner requiring two lifts	\$180	\$234
Banners larger than 10 feet	Contact Us For Quote	

Banners must be either shipped to SER exposition services prior to exhibitor move-in or be at show site at the beginning of exhibitor move-in.

Banner hanging is subject to accessible rigging points and facility guidelines. SER exposition services reserves the right to refuse to hang any banners that are deemed safety hazards during installation or during the show.

# of Banners	Banner Rate	Total
X	\$	= \$
X	\$	= \$

Sub Total

RI 7% Tax

Total

Order Total

N/A

If additional rigging materials are needed, additional fees will be quoted.

Description of banners to be hung, including sizes, accessories that you will be providing.

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 October 27, 2017.

SER EXPOSITION SERVICES

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

CERF 2017
November 05 - 08, 2017
Rhode Island Convention Center
Providence, Rhode Island

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed below.

Booth #	
Exhibiting Company Name	Phone
Authorized By	Contact At Show
Contractor's Phone	Non-Official Contractor
Contractor's Address	
Type of Service to be performed:	

The "Non-Official" Service Contractor MUST send a copy of the required Insurance Certificate, with a minimum \$1,000,000 liability coverage, no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event.

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

Due October 05, 2017
Fax 508.757.9136
serinfo@serexpo.com
<https://serexpo.com/>



Greetings from Rhode Island Convention Center Exhibitor Services!

We are here to assist with ordering electrical, internet, phone, cleaning, plumbing, and parking for your booth. To continue in our efforts to be “green”, all exhibitor service orders will now be processed through our secure online ordering system.

To order services online, please follow these simple steps:

- 1) Visit the Rhode Island Convention Center website at: <http://www.riconvention.com/>.
- 2) Click on the **EXHIBITORS** tab.
- 3) Click the **ONLINE ORDERING** button.
- 4) If you already have an account, log in to begin the order process. If not, watch the **REGISTRATION INSTRUCTIONS STEP BY STEP VIDEO** to learn how to register for an account.

As of January 1st, 2016, any orders sent in via e-mail or fax will no longer be processed. Please note the *Rhode Island Convention Center* requires payment in full prior to all services being delivered to your booth.

Due to the high volume of calls and emails, we are not able to accept orders over the telephone or by email. If you have a question or need help with your order, you may contact the Exhibitor Services staff by email at businesscenter@smgricc.com or by phone at (401) 458-6103.

We look forward to working with you!

Sincerely,

Exhibitor Services & Business Center Staff
Rhode Island Convention Center
P: (401) 458-6103
F: (401) 458-6298

RHODE ISLAND CONVENTION CENTER
LABOR GUIDELINES AND NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

We have provided these definitions to acquaint you with specific guidelines for labor. If you have any questions once you have read this document, please address them to **SER EXPOSITION SERVICES** directly.

Storage behind booth back wall is strictly prohibited.

MATERIAL HANDLING

Union regulations require that the official drayage contractor off-load all equipment and display material from all trucks, common carriers and van lines. The use of loading docks, fork trucks and pallet jacks are permitted only by **SER EXPOSITION SERVICES** personnel.

Exhibitors are allowed to unload a mini-van, car, station wagon or pick-up. Exhibitors may use hand-operated equipment that the Exhibitor has provided themselves such as: two wheeled hand trucks and four wheeled flat trucks. The use of fork trucks, pallet jacks and any other mechanical equipment is not permitted by anyone other than **SER EXPOSITION SERVICES**. Any crated materials must be handled by union personnel.

BOOTH LABOR

The unpacking, erection, assembling, dismantling and packing of displays and equipment may be done by registered full-time employees of an exhibiting company. **SER EXPOSITION SERVICES** will have skilled craftsmen to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor should be made through **SER EXPOSITION SERVICES**. Official labor order forms are included in the exhibitor service manual.

Exhibitors who employ display houses or exhibit manufacturers to erect or dismantle their own booths may have supervision sent in from their supplier. Supervisors of this type cannot physically erect the booth, but may supervise only.

Non-Official installation and dismantling Contractors must use labor supplied by **SER EXPOSITION SERVICES**. Supervision by the Non-Official is allowed.

The following is required:

- A. Exhibitor must advise **SER EXPOSITION SERVICES** by mail, thirty days prior to the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise the erection of their exhibit.
- B. Non-Official must furnish proof of adequate insurance, in the form of a policy rider furnished by their broker to **SER EXPOSITION SERVICES**.
- C. Non-Official must furnish Show Management the names, addresses and Phone numbers of key executives for emergency contact.
- D. All personnel must be properly badged at RICC.

This statement and insurance and dismantling Contractors (supervisors) will be allowed on the exhibit floor only during official installation and dismantling hours, and must be identified with a temporary work pass, either supplied by Show Management or **SER EXPOSITION SERVICES**.

TIPPING

Our work rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to our Service Center as soon as possible.

Please be aware of the Fire Code per the Rhode Island State Fire Marshal

13.7.5 Special Provisions for Exposition Facilities.

13.7.5.1 General. No display or exhibit shall be installed or operated to interfere in any way with access to any required exit or with the visibility of any required exit or required exit sign; nor shall any display block access to fire-fighting equipment.

13.7.5.2 Materials Not on Display. A storage room having an enclosure consisting of a smoke barrier having a minimum 1-hour fire resistance rating and protected by an automatic extinguishing system shall be provided for combustible materials not on display, including combustible packing crates used to ship exhibitors' supplies and products.

13.7.5.3.10 Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited. (See 13.7.4.2 and 13.7.5.2.)

UNLOADING/LOADING VEHICLES AT RHODE ISLAND CONVENTION CENTER

In accordance with the rules and regulations of the Rhode Island Convention Center,
you may unload/load your own vehicle in the designated areas of the loading dock
tarmac if they are
Cars, Pickup Trucks



Or Minivans



You may not unload your own vehicle if it is larger than a minivan



**Union
Labor
must
unload**

**Refer to the Porter
Service Order Form for
information and rates.**

If you have ANY questions, do not hesitate to call SER exposition services at 508-757-3397