

# DIGITAL GRAPHICS AND SIGNS

Progressive Baltimore Boat Show, Baltimore Convention Center, January 23-26, 2020

## Your presentation is everything!!!

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

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

Contact us at 860.882.0003.



# SIGN & GRAPHICS ORDER FORM

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

## DIGITAL GRAPHICS

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

## PRICING GUIDE

<input style="width: 80%;" type="text"/>	L	X	<input style="width: 80%;" type="text"/>	W	=	<input style="width: 80%;" type="text"/>	Square Feet
Round length and width up to nearest foot							
<input style="width: 80%;" type="text"/>	Square Feet	X	\$9.00 per Sq. Ft. Discount Price or \$14.00 per Sq. Ft. Standard Price		=	<input style="width: 80%;" type="text"/>	Total

**In order to receive discounted pricing, your order must be received by January 10, 2020.**

Minimum order per graphic 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).

**Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.**

## BACKING MATERIAL

### Standard:

- ☐ Foam Core  
☐ PVC Fluted

### Upgraded: (additional 15% charge)

- ☐ Sintra  
☐ Gator Board  
☐ Plexi

**If backing material is not selected, PVC Fluted will be used.**

## SIGN LAYOUT

The quick brown fox ran over the steep hill.



☐ Vertical

The quick brown fox ran over the steep hill.



☐ Horizontal

The quick brown fox ran over the steep hill.



☐ Designer to decide

## SPECIAL INSTRUCTIONS

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

<input style="width: 80%;" type="text"/>	Total X	<input style="width: 80%;" type="text"/>	6.00% Sales Tax	+	<input style="width: 80%;" type="text"/>	8.00% Admin Fee	=	<input style="width: 80%;" type="text"/>	Grand Total
--	---------	--	-----------------	---	--	-----------------	---	--	-------------

*If you will be ordering more than one sign, please use one order form per graphic/sign.*

**Order Online and Save the 8% Administrative Fee**

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

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
 860.882.0003 – Fax 860.761.0070 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



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# MATERIAL HANDLING ORDER FORM

Progressive Baltimore Boat Show, Baltimore Convention Center, January 23-26, 2020

## ADVANCE SHIPPING ADDRESS

Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number  
FOR: **Baltimore Boat Show**  
C/O: Demers Exposition Services, Inc.  
YRC Freight  
7600 Preston Drive  
Landover, MD 20785

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.

**Deadline to receive advance pricing discount: January 10, 2020.**

**Rate: This Service is provided at no charge to Vendors.**

**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

**Overtime:** Included in Rate Pricing.

**Late Shipments:** Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$20.00 per cwt (80.00 minimum applies), plus additional fees if special transportation is required.

**Non-Payment:** Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, (\$80.00 minimum applies).

## DIRECT SHIPPING ADDRESS – TO EVENT SITE

Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number  
FOR: **Baltimore Boat Show**  
C/O: Demers Exposition Services, Inc.  
Baltimore Convention Center  
1 West Pratt Street  
Baltimore, MD 21201

Demers will receive shipments at the event site on **January 21-22, 2020 only**. Arrival at any time other than on **January 21-22, 2020** will be assessed a redirect fee of 50% of the total drayage charges.

**Rate: This Service is provided at no charge to Vendors.**

**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

**Overtime:** Included in Rate Pricing.

**Non-Payment:** Shipments received without a completed material handling form and full payment on file will be charged a late payment fee of \$20.00 per cwt (\$80.00 minimum).

**Direct Shipments:** Direct shipments will only be received at the Convention Center on **January 21-22, 2020**. Shipments received at the Convention Center other than on **January 21-22, 2020** will be assessed a redirect fee of 50% of the total drayage charges.

## Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a Demers Bill of Lading at the Demers Service Desk at the event site.
- Exhibitor is responsible for making prepaid outbound shipping arrangements.
- Exhibitors may arrange with the designated show carrier or with their own carrier to pick-up their shipment(s) at the close of the event.
- **Regardless of carrier, exhibitors must have used Demers services for inbound material handling. If not, material handling fees will apply.**
- Carriers must check in during the first hour of dismantle. If your carrier does not arrive for pick-up, your items will be removed to the Demers Warehouse.
- Shipments returned to the DES Warehouse for Outbound Shipping will be assessed Outbound Handling Fees of \$32.00 per CWT (\$64.00 minimum applies).
- **Shipments returned to the DES Warehouse may be picked up beginning Wed., January 29, 2020** (Warehouse hours are M-F, 8:30 am - 3:30 pm, except Holidays).
- Items left on the show floor at the end of dismantle without a Demers Bill of Lading will be assessed a minimum 1 hour labor charge in addition to outbound handling fees (actual charges to be determined).
- RETURN OF EMPTY CRATES MAY TAKE UP TO 1 HOUR OR MORE AFTER THE CLOSE OF THE SHOW.

## PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES
SHIPMENT 1			lbs.	No Charge	No Charge	\$
SHIPMENT 2			lbs.	No Charge	No Charge	\$
SHIPMENT 3			lbs.	No Charge	No Charge	\$
SHIPMENT 4			lbs.	No Charge	No Charge	\$
<b>LATE SHIPMENT(s) to DES Warehouse</b>				\$20 per CWT	\$80.00 Minimum Charge	\$
					6.00% Service Fee	\$
<b>Order Online and Save the 8% Administrative Fee</b>					8.00% Admin Fee	\$
				<b>TOTAL ESTIMATED CHARGES</b>		\$

**PAYMENT ENCLOSED:**

☐ Company Check

☐ Credit Card Authorization

☐ Money Order

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

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

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# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to warehouse on or before **January 10, 2020.**

<b>RUSH!</b>		<b>DES FREIGHT</b>
TO:	<input type="text"/>	
	<small>EXHIBITING COMPANY Please write exhibiting companies name in this box</small>	
	<b>Baltimore Boat Show</b>	
	<input type="text"/>	
	<small>BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment</small>	
	<b>c/o Demers Exposition Services, Inc.</b>	
	<b>YRC Freight</b>	
	<b>7600 Preston Dr.</b>	
	<b>Landover, MD 20785</b>	
Carrier	<input type="text"/>	
Number	<input type="text"/>	of <input type="text"/> pieces
		
		

**Progressive Baltimore Boat Show, Baltimore Convention Center, January 23-26, 2020**



# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment  
to SHOWSITE on or **January 21-22, 2020.**

<b>RUSH!</b>		<b>D E S  F R E I G H T</b>
TO:	<input type="text"/>	
<i>EXHIBITING COMPANY Please write exhibiting companies name in this box</i>		
<b>Baltimore Boat Show</b>		
<input type="text"/>		
<i>BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment</i>		
c/o Demers Exposition Services, Inc. Baltimore Convention Center One West Preatt Street Baltimore, MD 21201		
Carrier _____		
Number _____ of _____ pieces		
 B a l t i m o r e   b o a t		
 B a l t i m o r e   C o n v e n t i o n   C e n t e r		

**Progressive Baltimore Boat Show, Baltimore Convention Center, January 23-26, 2020**



# CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$75.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Vacuuming			X	\$75.00	=		
Vacuuming			X	\$75.00	=		
Vacuuming			X	\$75.00	=		
Vacuuming			X	\$75.00	=		
Order Online and save the 8% Administrative Fee!						8% Admin Fee	
						Total	

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

Porter service per booth space @ \$75.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Porter Service			X	\$75.00	=		
Porter Service			X	\$75.00	=		
Porter Service			X	\$75.00	=		
Porter Service			X	\$75.00	=		
Order Online and save the 8% Administrative Fee!						8% Admin Fee	
						Total	

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.39	Estimated Total Cost
		L	X	W					
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Porter Service			X		=		X	\$0.39	
Order Online and save the 8% Administrative Fee!						8% Admin Fee			
						Total			

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

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 www.demersexpo.com



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# LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

## Display Labor

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

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday

OVERTIME 8:00am to 4:30pm, Saturday & Sunday

4:31pm to 11:59pm, Monday - Sunday

DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

\*Two Hour Minimum per Laborer

## Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE

\$73.50 \$73.50

\$110.25 \$110.25

\$131.25

\$131.25

Advance Pricing Deadline: January 10, 2020

## INSTALLATION LABOR

☐

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

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

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

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

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

## DISMANTLE LABOR

☐

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

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

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

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

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

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

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# IN-BOOTH FORKLIFT

To determine if you need in-booth forklift and labor, please read this form carefully.

This service cannot be used in lieu of material handling services.

In-booth forklift and labor may be required to assemble displays, or when un-crating, positioning and re-skidding equipment, displays or machinery. If you require a forklift, a crew will be assigned consisting of a forklift, operator and assistant.

A forklift is required for moving equipment or materials weighing 200 lbs. or more. Forklift capacity is limited to 5,000 lbs. per piece. For items exceeding 5,000 lbs., or if special rigging may be needed (as determined by DES Staff), additional fees will apply.

## IN-BOOTH FORKLIFT & LABOR

### RATE SCHEDULE

		<u>ADVANCE PRICE</u>	<u>SHOWSITE PRICE</u>
		<u>Forklift &amp; Crew</u>	<u>Extra Assistant</u>
STRAIGHT TIME	8:00am to 4:30pm, Monday - Friday	\$173.36	\$100.53
OVERTIME	8:00am to 4:30pm, Saturday & Sunday	\$195.04	\$131.40
	4:31pm to 11:59pm, Monday - Sunday		
DOUBLE TIME	12:00am - 7:59am, Monday - Sunday & all Holidays	\$226.75	\$237.09

### SHOWSITE PRICE

<u>Forklift &amp; Crew</u>	<u>Extra Assistant</u>
\$215.93	\$110.37
\$262.64	\$233.55
\$289.73	\$268.48

**Advance Pricing Deadline: January 10, 2020**

- ✎ One Half Hour minimums apply for crews and extra assistants; thereafter, charges are assessed at 1/2 hour increments.
- ✎ Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
- ✎ Supervisor must check in at the Demers Exposition Service Desk to pick-up labor.
- ✎ Upon completion, the Supervisor must return the crew to the Demers Exposition Service Desk and approve the work order.
- ✎ Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.
- ✎ Invoice will be calculated according to actual hours worked.

## INSTALLATION LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				x		=		@		=	
				x		=		@		=	
Sub-Total											
Order Online and save the 8% Administrative Fee!										8% Admin Fee	
Total											

## DISMANTLE LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				x		=		@		=	
				x		=		@		=	
Sub-Total											
Order Online and save the 8% Administrative Fee!										8% Admin Fee	
Total											

\*When scheduling dismantle labor, allow sufficient time for empty containers to be returned

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

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# BANNER HANGING

## \*\*\* NON-ELECTRICAL SIGNS & BANNERS ONLY \*\*\*

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: ☐ Cloth Banner ☐ Metal or Wood

Shape: ☐ Square ☐ Triangle ☐ Rectangle

Size: Height  Length

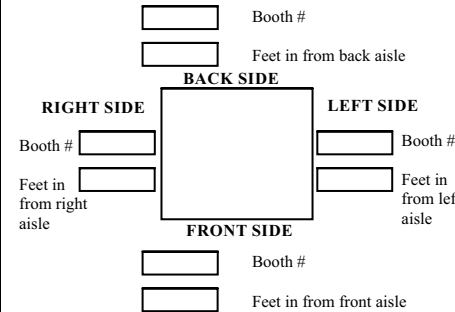
Weight:

### Number of Feet from Floor to Top of Sign

Feet (Must be in compliance with Show Rules and Regulations)

Does your sign require: ☐ Electricity  
☐ Assembly  
 (must provide set up instructions)

**PLACEMENT DIAGRAM** - Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All overhead hanging must be assembled, installed, removed and disassembled by Demers Exposition Services. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble/disassemble or install/remove sign.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 250 lbs., notify Demers Exposition Services immediately for special authorization.

## HANGING SIGNS EQUIPMENT & LABOR

**Advance Pricing Deadline: January 10, 2020.**

### ADVANCE PRICE

Lift Crew

\$ 283.50

Extra Labor

\$175.00

### SHOWSITE PRICE

Lift Crew

\$ 367.50

Extra Labor

\$225.00

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

\$ 567.00

\$350.00

\$ 667.90

\$450.00

Crew consists of one (1) Lift and two (2) Laborers.

One hour minimum applies for crews and extra laborers; thereafter, charges are assessed at 1/2 hour increments.

Start time guaranteed only when labor is requested for the start of the working day at 8:00am.

Supervisor must check-in at the Demers Exposition Services Desk to pick-up labor.

Upon completion, the Supervisor must return the crew to Demers Exposition Services Desk and approve the work order.

Labor must be cancelled in writing 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and/or worker.

Invoice will be calculated according to actual hours worked.

## INSTALLATION LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				X		=		@		=	
				X		=		@		=	
Sub-Total											
Order Online and save the 8% Administrative Fee!									8.00% Admin Fee		
Total											

## DISMANTLE LABOR

Description	Date	Start Time	No. of Equip/Person	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
				X		=		@		=	
				X		=		@		=	
Sub-Total											
Order Online and save the 8% Administrative Fee!									8.00% Admin Fee		
Total											

\*When scheduling dismantle labor, allow sufficient time for empty containers to be returned to your

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

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# LABOR REGULATIONS

**LABOR RULES ARE IN EFFECT AT THE BALTIMORE CONVENTION CENTER.  
THESE RULES MAY IMPACT YOU AS A VENDOR.  
PLEASE READ THE FOLLOWING:**

**(1) If You Require the Hanging of Banners or Signs:**

You are required to use IATSE Labor to hang banners and signs.  
Please use the Order Form on Page 18 to order these services.

**(2) If You Require Mechanized Equipment To Move Your Items:**

(pallet or rider jack, forklift, moffett lift, bobcat)  
Only the Decorator or Labor Personnel may operate this equipment.  
Please use the Order Forms on Pages 16-17 to order these services.

**(3) If You Require Assistance To Set Your Booth:**

Exhibiting Companies may use their own full time employees to set their booth.  
Additional labor beyond the Exhibitors full time employees must be ordered through the Decorator.  
Please use the Order Form on Page 15 to order these services.

The employees used MUST be full time employees of the Exhibiting Company.  
Employment ID to verify full time employment status may be requested.

**Notice to Exhibitors Regarding use of Exhibitor Appointed Contractors:**

Exhibitor Appointed Contractors (EAC) may supervise the work performed, but  
employees of the EAC may not perform the actual work to set the booth.

**\*\* THE CONVENTION CENTER DOES NOT PROVIDE CARTS FOR VENDOR USE \*\***

See the Demers Exhibitor Services Desk with any questions.

## FLAMEPROOFING / FIRE REGULATIONS

All booth items and decorative materials must be non-flammable and flame-resistant  
in accordance with applicable fire code regulations as set forth by the State Fire Marshal.  
All such items must meet or exceed NFPA 701 standards.

## INSURANCE

You are advised to consult your insurance broker to determine the appropriate level of insurance coverage  
required for your display items and materials from the time they leave your premises until their return thereto.  
Demers Exposition Services, Inc., the Event Venue, and their respective officers, employees, agents, associates,  
successors and assigns, are not responsible for loss or damage sustained to exhibitor items or materials,  
whether sustained by fire, water, theft, accident or other cause, foreseeable or unforeseeable.



# LIABILITY AND INSURANCE BULLETIN

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.

