
EXHIBITOR SERVICE MANUAL



International Cartilage Regeneration
& Joint Preservation Society

ICRS 2025

Hilton Boston Park Plaza Hotel

Boston, MA

October 11-14, 2025

CAPITAL
convention contractors

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

877-335-3700



ICRS 2025

Hilton Boston Park Plaza Hotel
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Dear Exhibitor:

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the upcoming **ICRS 2025**. In our commitment to a productive and smooth-running event, we have prepared the Exhibitor Service Manual with all the products and services necessary to plan a successful event.

Please carefully review all the information within this Exhibitor Manual and take advantage of advance order pricing by submitting your orders by the posted deadlines. In addition to Capital services, we have included all other ancillary service order forms that pertain to this event. Note that some of these forms are to be returned to the specific contractors and/or facilities who have jurisdiction over these services. Capital forms can be returned to our office by using the contact information listed at the bottom of each Capital order form.

For your convenience, please refer to the Event Quick Facts page for important event-specific information. If you have any additional questions about Capital's services or equipment, please do not hesitate to contact us at 877-335-3700 or help@capitalconventions.com.

A Capital Exhibitor Service Desk will be available on-site at the show and staffed during all move-in and move-out hours to answer any question or assist with any last-minute requirements.

Capital understands that your participation in this event is an important part of your company's marketing strategy, and we will work with you to make the event a complete success for you and your company!

Sincerely,

CAPITAL[®]
convention contractors

EVENT QUICK FACTS

BOOTH INFORMATION

Booth Size Varies.

Each Booth Includes an Exhibitor ID sign

EXHIBIT HALL CARPET

Exhibit Hall is Carpeted.

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **September 26, 2025** enjoy the discounted Advance Price as shown in this Manual. Standard pricing will prevail for all orders received after this date.

For non-Capital services, please refer to the specific contractors' order forms enclosed within this manual for pricing policies.

SHOW SCHEDULE

Exhibitor Set-up:	Thursday	October 9	8:00 p.m. – 11:45 p.m.	
	Friday	October 10	7:30 a.m. – 11:00 p.m.	
	Saturday	October 11	7:30 a.m. – 10:00 a.m.	
Exhibit Hours:	Saturday	October 11	12:00 p.m. – 6:00 p.m.	Welcome Reception
	Sunday	October 12	9:00 a.m. – 7:00 p.m.	
	Monday	October 13	9:00 a.m. – 7:00 p.m.	
Exhibitor Dismantle:	Monday	October 13	5:00 p.m. – 11:00 p.m.	
	Tuesday	October 14	7:30 a.m. – 10:00 a.m.	

If you have any questions, please feel free to contact Exhibitor Services.
 Capital Convention Contractors · 153 Northboro Rd · Suite 6 · Southborough, MA 01772
 Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

EASY & SECURE ONLINE ORDERING

Hassled by printing forms and faxing, or scanning and emailing them? If so, take advantage of ***Online Ordering!***

If you prefer to order your *Capital Conventions* products and services online, we have a fully secure and easy to use Online Ordering system specifically tailored to this event.

Your secure login credentials will be emailed to you, with all the information you need to get started. Even better, you can use your same login information for multiple shows with *Capital Convention Contractors*; no more keeping track of multiple logins for multiple events.

All the *Capital* products and services that you find on the following Exhibitor Service Manual forms are available at our secure storefront.

[Click Here to Access Online Ordering](#)

If you haven't yet received your credentials, email us at help@capitalconventions.com

Of course, you can still fax or email your orders to us if you prefer:

- Fax orders to 508.481.1150
- Email orders to help@capitalconventions.com



THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at least 14 days prior to move-in.
3. **A completed Credit Card Authorization Form MUST accompany this form from each party.**
4. Capital's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Please indicate which of the following items/services are to be invoiced to the third party:

All Capital Services

Furniture/Carpet/Accessories

Labor

Booth Cleaning

Other (specify) _____

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Exhibiting Firm

Company Name _____ Booth # _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

Display House 3rd Party

Display House 3rd party _____

Address _____

City/State/Zip Code _____

Phone () _____

Authorized Signature _____ Printed Name _____

ORDER SUMMARY

Payment Policy: All orders faxed or mailed to Capital must be accompanied by a Credit Card Authorization Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer bills.

Calculate your order total:

Service	Amount Due
Exhibitor Booth Labor*	\$ _____
Furnishings & Accessories	\$ _____
Custom Exhibit Rental	\$ _____
Special Signs & Banners	\$ _____
Standard & Deluxe Carpet	\$ _____
Miscellaneous	\$ _____
MA Tax 6.25%	\$ _____
TOTAL ESTIMATED CHARGES	\$ _____

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

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

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS

Checks must include exhibiting firm name and booth number

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 Code _____

Phone () _____ Fax () _____ Email address _____

Authorized Signature _____

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

EMAIL, MAIL OR FAX FORM TO:

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Phone 877-335-3700 · Fax 508-481-1150 · Email help@capitalconventions.com

LIABILITY AND INSURANCE BULLETIN

Capital Convention Contractor's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.
2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.
4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.
5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less.
6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.
7. The consignment for delivery of a shipment to Capital 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 notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.
8. Capital and its subcontractors 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.
9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.
11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuables stored in containers with empty labels.
12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that Capital labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

MATERIAL HANDLING

The facility requires that the official material handling contractor, Capital, off-load all equipment and display materials for **ALL** common carrier and van line trucks. **The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of Capital Convention Contractors.**

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be **bonafide, full-time employees** of the exhibiting company.
- Exhibitors may load/unload uncrated materials from a mini-van, car, station wagon, pick-up truck or box truck owned by the exhibiting company.
- Exhibitors may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat carts are permitted.
- Exhibitors choosing to handle their own materials are responsible for their own storage during the show.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from Capital. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by Capital. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk. Proof of full time employment status may be requested by Capital.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors may choose to use Capital Convention Contractors for labor and/or supervision or provide their own.

The following is required should they provide their own:

- Non-Officials must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly identified with a badge at show site.

This statement and insurance rider **is not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor **only** during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

TIPPING

CAPITAL CONVENTION CONTRACTORS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Capital representative at the service desk or correspondence may be directed to the attention of the General Manager at the Capital office.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. CAPITAL CONVENTION CONTRACTORS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

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

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.

TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: September 26, 2025

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$139.20	\$173.55	
		6' X 2' - 30" HIGH	\$164.25	\$205.00	
		8' X 2' - 30" HIGH	\$177.05	\$220.75	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$164.25	\$205.00	
		6' X 2' - 40" HIGH	\$189.85	\$236.45	
		8' X 2' - 40" HIGH	\$215.50	\$269.10	
TABLES-UNDRAPED		4' X 2' - 30" HIGH	\$76.90	\$96.10	
		6' X 2' - 30" HIGH	\$95.55	\$119.95	
		8' X 2' - 30" HIGH	\$108.30	\$134.50	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' - 40" HIGH	\$87.90	\$108.30	
		6' X 2' - 40" HIGH	\$100.75	\$126.40	
		8' X 2' - 40" HIGH	\$113.55	\$141.50	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$126.40	\$157.80	
		30" ROUND - 40" HIGH	\$139.20	\$174.15	
SPANDEX COVER FOR COCKTAIL TABLE - Black, White, or Blue Only		30" ROUND - 30" or 40"	\$83.00	\$104.00	
TABLE RISERS		4' X 10" HIGH	\$89.10	\$111.85	
		6' X 10" HIGH	\$101.90	\$127.55	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	\$82.70	\$103.10	
		6' OR 8' COUNTER	\$82.70	\$103.10	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	\$14.00	\$18.65	
		3' HIGH PER LINEAR FT	\$9.90	\$12.20	

****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	\$ _____
MA TAX 6.25%	\$ _____
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 _____

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

BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: September 26, 2025

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		UPHOLSTERED BAR STOOL	\$111.20	\$139.20	
		PADDED ARM CHAIR	\$87.90	\$111.20	
		PADDED SIDE CHAIR	\$69.35	\$86.80	
		FOLDING CHAIR	\$23.30	\$29.70	
ACCESSORIES		6' DISPLAY CASE W/SHELVES	\$477.00	\$596.95	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$254.50	\$320.30	
		4' X 8' DISPLAY BOARD	\$197.45	\$246.95	
		LITERATURE RACK	\$108.30	\$135.15	
		CHROME 22" x 28" SIGN HOLDER	\$87.35	\$109.20	
		BAG RACK	\$95.55	\$119.95	
		GARMENT RACK	\$95.55	\$119.95	
		TRIPOD EASEL	\$44.85	\$56.50	
		RAFFLE DRUM	\$89.10	\$112.40	
		7 GALLON WASTEBASKET	\$23.30	\$29.70	
		8' ALUMINUM BACK POST W/BASE	\$38.40	\$48.35	
		6'-10' ADJUSTABLE CROSS BAR	\$25.65	\$32.05	

Don't see what you need?
Call Exhibitor Services for additional options.
1-877-335-3700

SUB TOTAL	\$	_____
MA TAX 6.25%	\$	_____
GRAND TOTAL	\$	_____

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.

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 _____

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

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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.

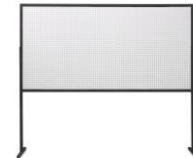
Accessories



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: September 26, 2025

**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	\$206.75	\$258.60	
	9 x 20	\$412.35	\$515.40	
	9 x 30	\$618.50	\$772.25	

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

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$2.35	\$2.90	
	Visqueen	\$2.00	\$2.65	

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$4.25 sq. ft. = _____

Floor Price: Booth size _____ (100 sq. ft. min) x \$5.50 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 \$8.20 sq. ft. = _____

Please call Exhibitor Services for Prestige Carpet Color Choices

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

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- ❖ 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	\$ _____ .
MA TAX 6.25%	\$ _____ .
GRAND TOTAL	\$ _____ .

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 _____

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

Looking to enhance the design of your booth to make an impression that lasts beyond the show? Capital Convention Contractors has partnered with AFR furniture rental to provide you with the options you are looking for. There are hundreds of options to make your booth stand out from the rest!

Please click [here](#) to open entire Custom Trade Show Furniture Catalog.
Please click [here](#) to open the Order Form.



If you have any questions, please feel free to contact Exhibitor Services at the number below.
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HARDWALL BOOTH OPTIONS ORDER FORM

Must Be Ordered By: September 26, 2025

A. \$4995.00 plus tax



- 3m x 3m hardwall structure (three sides)
- Nine 1m full graphic wall panels (single sided)
- One Header
- Three spotlights
- 1m x 1/2m lockable counter with shelf
- Two upholstered barstools
- One wastebasket
- Straight time labor to install and remove
- No carpet included as hall is carpeted

B. \$3995.00 plus tax



- 3m x 3m hardwall structure (two sides)
- Six 1m full graphic wall panels (single sided)
- Two Headers
- Two spotlights
- 1m x 1/2m lockable counter with shelf
- Two upholstered barstools
- One wastebasket
- Straight time labor to install and remove
- No carpet included as hall is carpeted

Interested companies can select multiple units depending on their space needs. Custom pricing is available.

QTY	DESCRIPTION	Price	Amount
	Booth Option A	\$4,995.00	
	Booth Option B	\$3,995.00	

SUB TOTAL	\$ _____.
MA TAX 6.25%	\$ _____.
GRAND TOTAL	\$ _____.

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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

Custom Exhibit Booth Specials



Option 10-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •



Option 10-B

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- One Wastebasket •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- One 20"x117" Backwall Counter •
- One 20"x39-1/2" Freestanding Counter •



Option 20-A

Included in your custom booth package

- Header Sign (*not backlit*) •
- Standard Color Carpet •
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls •
- Tracklight with one head per panel (*power not included*) •
- Two Wastebaskets •
- Set-up and Removal •
- Opening Day Booth Cleaning •
- Six 12" Flat Shelves •
- Two 20"x39-1/2" Freestanding Counter •

CUSTOM EXHIBIT RENTAL ORDER FORM

Advance Order Price Deadline: September 26, 2025

All custom exhibit rentals include one header sign, standard color carpet, set-up, dismantle and opening day cleaning. Electricity is NOT included with the Exhibit Rental.

10' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Exhibit 10-A	\$2,924.80	\$3,688.95	
	Exhibit 10-B	\$3,942.85	\$4,924.70	

20' Rental Booth Exhibits

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Exhibit 20-A	\$4,070.40	\$5,080.95	

Additional Options

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Standard Counter-41½" w x 21¾" d x 42" h	\$254.50	\$320.30	
	Adjustable Shelves	\$44.60	\$63.50	
	Spot Lights (electricity not included)	\$44.60	\$63.50	
	Company Logo on Header Sign	\$194.55	\$242.25	

Material for Backwall - Choose One

FABRIC: Grey Blue
SINTRA: White Grey Black

Carpet Colors - Choose One

Forest Green Blue Tuxedo Red
 Burgundy Grey Bluejay Black

Header Copy - please print clearly

SUB TOTAL	\$ _____.
MA TAX 6.25%	\$ _____.
GRAND TOTAL	\$ _____.

Letter Color: Blue 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.
- ❖ Orders cancelled after installation will be charged 100% of original price.
- ❖ 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.

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 _____

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

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SIGN ORDER FORM

Sign Order Deadline: September 26, 2025

PLEASE NOTE: In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least two (2) weeks prior to exhibitor move-in.

CUSTOM SIGNS

Special or custom signs can be made. Prices listed are for black copy, ten words or less to be applied on white Card stock or foam core depending on size. We welcome inquiries regarding signs not listed.

QTY	SIZE	Advance Price	Floor Price	Amount
	7" x 44"	\$44.85	\$67.55	
	14" x 22"	\$55.35	\$82.70	
	22" x 28"	\$95.55	\$143.85	
	28" x 44"	\$120.85	\$182.00	

ADDITIONAL SIGN OPTIONS

Add your company's logo and other options for an additional cost. Exhibitor must supply artwork.

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Logo	\$159.00	\$198.00	
	Over 10 words	\$1.85	\$3.00	
	Cardboard Easel Back	\$5.80	\$9.30	
	Directional Arrow	\$7.00	\$10.45	

BANNERS

Prices are based upon one color vinyl graphics applied to white 10 oz. material with grommets and up to ten words of copy. Other color materials and hanging options are available.

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
_____	_____X _____	= _____X _____	\$20.40 per sq. ft.	\$34.40 per sq. ft.	\$ _____

SUB TOTAL	\$ _____.
MA TAX 6.25%	\$ _____.
GRAND TOTAL	\$ _____.

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 _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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Graphic Setup & File Upload Information



File Formats Accepted

- Adobe Illustrator, Photoshop, and InDesign
- EPS (vector paths)
- PDF (export X-4:2008)
- TIFF (high res)
- JPG (high res)



File Setup Information

- All files are preferred to be set up using Adobe Illustrator, InDesign and/or Photoshop.
- All artwork should be setup in a **CMYK workspace**.
- Please provide **vector files** for logos, taglines and trademarks.
- **Outline all text** when submitting final artwork. Provide font files if editing is necessary.
- All artwork should be provided at full scale if possible and without bleed.
- All raster artwork should be submitted at 100 DPI at full size at the least.
- Specify PANTONE (PMS) color values using the PANTONE Solid Coated library for all crucial colors, especially logos and background colors.
- Custom color builds (RGB or CMYK), transparency colors, and PMS tints cannot be guaranteed to print correctly. Please specify a PANTONE color, or provide a physical color reference, or the color will print as is.
- Please provide low resolution files if possible for soft proofs and label the file name "low-res."

Large Format File Saving Information



Illustrator/InDesign (vector)

- Please do not add crop marks or bleed.
- Setup the files at **100% of actual size** when possible. If scaling is required, note the scale information on the file.
- We recommend text and logos to be setup in Illustrator or InDesign.
- Place/link images in Illustrator or InDesign (**do not embed images** to keep file sizes small). Keep all linked files in **one folder** along with the main Illustrator or InDesign file. Please do not send files with Creative Cloud links.
- When saving files to **PDF as X-4:2008**, **uncheck Preserve Editing Capabilities**. (This will also keep file size small).



Photoshop (raster)

- Setup the files at **100 DPI** at **100% of actual size** (at the very least).
- Please provide the layered file if editing is necessary.
- Save your files to be used for production using **CMYK workspace**.
- Use these settings to save a **flattened version** of your layered file as a Photoshop EPS:
 - > Set *Preview* to TIFF (8 bits/pixel)
 - > Set *Encoding* to JPG (maximum quality)



Uploading Information

Capital Account Executive to share
Dropbox folder

Other Methods

- Transfer via wetransfer.com
- Email (up to 10 MBs)

LABOR ORDER FORM

DEADLINE ORDER DATE: September 26, 2025

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.
RATES:
 Straight Time: \$ 127.00 per man-hour - 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
 Overtime: \$ 190.50 per man-hour - before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

CALCULATE ESTIMATED LABOR

DATE	TIME	# OF MEN	TOTAL HOURS	RATE PER MAN HOUR	ESTIMATED COST
INSTALLATION: _____	_____	_____	_____	\$ _____	= \$ _____
	AM				
	PM	X	X		
DISMANTLE: _____	_____	_____	_____	\$ _____	= \$ _____
	AM				
	PM	X	X		

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ORDERS PLACED AFTER September 26, 2025 WILL BE CHARGED AN ADDITIONAL 30%

Labor Options (choose one) Exhibitor Supervised Labor Capital Supervised Labor

EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four-hour notice is required for cancellation of labor services.

Company Representative: _____ **Phone:** _____

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is **50% of the exhibitor's total labor bill**, with a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. **Please see the next page for outbound shipping instructions.**

Set Up Information Required:

Booth display being shipped to: Warehouse Show site Scheduled delivery date _____
 Shipment consists of: Crates Cartons Carpets/pads
 If no carpet is being shipped, is carpet ordered through Capital? Yes No
 Blueprints & Exhibit instructions: Attached Shipped with Display (Please supply advance instructions with order)

Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.

ADDITIONAL OPTIONS

- Steel banding at \$1.10 per linear foot, including labor. \$50.00 MINIMUM (include on Order Summary page)
- Shrink wrap at \$35.00 per skid _____ # x \$35.00 = _____ (include on Order Summary page)

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 _____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

If your company plans to use a Contractor other than Capital, please read, complete and submit this form to Capital Convention Contractors.

Official Service Contractors are appointed to perform and provide necessary services and equipment.

The Official Service Contractor will provide all usual trade show services, including labor.

Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital’s office. If this information is **not** received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.
2. The non-official contractor to be used by the exhibitor must do the following:
 - a. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in any occurrence; and \$500,000 with respect to damage of property; Workers’ Compensation Insurance, including employee liability coverage, in a minimum amount of not less than \$1,000,000 of individual and/or aggregate coverage, and naming Capital Convention Contractors as additional insured.
 - b. Agree to abide by all the rules and regulations of the show.
 - c. Agree to abide by all union rules and regulations.
 - d. Information must be received in the Capital office no later than 30 days prior to the show.
 - e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by September 11, 2025 to Capital.

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: _____

Date: _____ Booth # _____

Name of Service Contractor: _____

Contractor Street Address _____

City/State _____ Zip Code _____

Contractor Phone () _____ Fax () _____ Email address _____

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