

CorpEvents New England
205 Flanders Rd
Westborough, MA 01581
Phone 508.366.8595 Fax 508.366.2545
<https://corp-eventsne.com>
corpeventsne@corp-eventsne.com

NEPC PRODUCE, FLORAL &
FOOD SERVICE EXPO 2025
August 19th
Encore Boston Harbor
Everett, MA

EVENT INFORMATION

We are pleased to inform you that CorpEvents New England has been selected by NEPC PRODUCE, FLORAL & FOOD SERVICE EXPO 2025 to serve as your Official Service Contractor.

DISCOUNT DEADLINE:

All orders and payments must be received by *Friday, August 8th 2025*.

A credit card on file with CorpEvents is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.366.8595, fax 508.366.2545 or email us at corpeventsne@corp-eventsne.com. You may also find answers to your questions by visiting our website [Corp-eventsne.com](https://corp-eventsne.com).

EVENTS SCHEDULE:

EXHIBITOR MOVE-IN: Picasso Ballroom

- Monday August 18th - 8am - 5pm
- Tuesday August 19th - 6am - 8am (extended hours)

EVENT DATES:

- Tuesday, August 19th - 9:15am - 4pm

EXHIBITOR MOVE-OUT: (OUTBOUND Overtime rate applies)

- Tuesday, August 19th @ 4pm (No early booth breakdown will be allowed. Expo closes at 4:00 p.m.)

CARRIER OUTBOUND: At the close of the event all outbound shipments will be RETURNED TO CORPEVENTS WAREHOUSE at the following address: To be picked up on Thursday, August, 21st between 8:30 AM - 3:00 PM.

CorpEvents N.E.

205 Flanders Rd. Westborough, MA 01581

Booth Packages	Exhibit Hall Carpet
Standard 10'w x 8'd booth includes: 8'H Draped backwall 3'H Draped sidewall (1) 6' Skirted table (2) Folding chairs (1) Wastebasket & Booth ID Sign	PICASSO BALLROOM IS CARPETED
Show Colors: BLACK	

EXHIBITOR ORDERING

How to order:

- Online ordering: Orders may be placed at our online store: corpevents.boomerecommerce.com
- Email your order forms to: corpeventsne@corp-eventsne.com
- Fax your order forms to 508.366.2545
- Electrical is ordered through the Encore Boston Harbor

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SHIPPING INFORMATION

ADVANCE RECEIVING AT THE WAREHOUSE CorpEvents will

accept crated, boxed or skidded materials between:

Friday, July 11th - Friday, August 8th 2025

Advance Shipping Address	NEPC 2025 COMPANY NAME/BOOTH # ABF Freight c/o Corp Events NE 150 Manley St. West Bridgewater, Ma 02379
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DIRECT SHIPMENTS TO EXHIBIT FACILITY

NO DIRECT SHIPMENTS TO THE ENCORE BOSTON HARBOR

Direct Refrig. Shipping: New England Produce Center 300 Beacham Street Chelsea, MA Building C, Door 63 (S.Strock & Co., Inc)	CorpEvents will receive shipments at the NE Produce Center (S.Strock & Co., Inc) on the following dates for Refrigerated items. Friday, August 15th - 5am - 11am Saturday, August 16th - 5am - 9am Monday, August 18th - 5am - 11am *This will be manned by a CorpEvents teamster member. Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.*
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SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. CorpEvents 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 Friday, August 8, 2025.**

A credit card on file with CorpEvents is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.366.8595 or fax 508.366.2545. You may also find answers to your questions by visiting our website at corp-eventsne.com.

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This form must be returned to CorpEvents with your completed order forms and payment in full by Friday, August 8th, 2025.

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO: Corporate Events New England Payment by
company check: Checks must be drawn on a US bank, in US funds only. Please reference NEPC PRODUCE, FLORAL &
FOOD SERVICE EXPO 2025. 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.

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

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THIRD PARTY AUTHORIZATION/BILLING

Exhibiting Company Name		Booth#
Address		
City	State	Zip
Phone	Email	
Authorized By (print name)	Signature	Date

ITEMS TO BE BILLED TO THIRD PARTY: (MUST BE COMPLETED)

"WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES AND AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS AS DESCRIBED IN THE TERMS AND CONDITIONS SECTION OF THIS SERVICES MANUAL. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT BACK TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY. THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE THIRD PARTY."

<input type="checkbox"/> All Services	<input type="checkbox"/> Furniture Rental and Carpet
<input type="checkbox"/> Drayage/Material Handling/In & Out	<input type="checkbox"/> Floral
<input type="checkbox"/> Booth Cleaning	<input type="checkbox"/> Installation & Dismantle Labor/Supervision
<input type="checkbox"/> Signs	<input type="checkbox"/> Other

Your signature below denotes acceptance of all terms and conditions included in this Exhibitor Services Manual.

THIRD PARTY AGENT INFORMATION

Company Name	Date
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Charge to: ☐ American Express ☐ Discover ☐ Visa ☐ MasterCard

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Exp Date:	Sec. Code*
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*Amex 4 digit, MC/Visa/Disc 3 digit

Cardholder Name	Cardholder Signature	
Billing Address		
City	State	Zip Code
Phone	Fax	
Email		

FURNITURE AND ACCESSORIES

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY Friday, August 8th, 2025.
 STANDARD RATES APPLY TO LATE ORDERS.

QTY	Description	Discount Rate	Standard Rate	Total
TABLES - UNSKIRTED 30" HIGH				
	Table - Unskirted 2' x 4'	\$125.00	\$225.00	
	Table - Unskirted 2' x 6'	\$175.00	\$240.00	
	Table - Unskirted 2' x 8'	\$225.00	\$295.00	
	Table - Finished 30"D x 30"H Round	\$190.00	\$230.00	
	Table - Finished 30"D x 40"H Round	\$190.00	\$230.00	
TABLES - SKIRTED TABLES 30" HIGH				
	Table - Skirted - 2' x 4'	\$190.00	\$240.00	
	Table - Skirted - 2' x 6'	\$225.00	\$280.00	
	Table - Skirted - 2' x 8'	\$255.00	\$320.00	
TABLES - SKIRTED TABLES 40" HIGH				
	Table - Skirted 40" High - 2' x 4'	\$220.00	\$260.00	
	Table - Skirted 40" High - 2' x 6'	\$280.00	\$310.00	
	Table - Skirted 40" High - 2' x 8'	\$310.00	\$390.00	
Circle a skirt color: Black – Blue – Gold – Green – Red – Silver – White				
TABLES - ACCESSORIES				
	4th Side Table Skirt	\$89.00	\$140.00	
	40" Extension Leg Set	\$55.00	\$65.00	
	White Vinyl Covering	\$5.00	\$6.00	
DRAPERY				
	8' High Drape	\$22.00	\$24.00	
	3' High Drape	\$20.00	\$20.00	
	8' High Upright Pipe with Base	\$27.75	\$35.75	
	Top Arms	\$27.75	\$35.75	
Circle a drape color: Black – Blue – Gold – Green – Silver – White				
RISERS - TABLE TOP RISERS - VINYL TOP - SKIRT 3 SIDES				
	Table Top Riser - Skirted - One Step - 10" x 4'	\$88.25	\$114.50	
	Table Top Riser - Skirted - One Step - 10" x 6'	\$109.75	\$143.00	
	Table Top Riser - Skirted - Two Step - 20" x 4'	\$134.50	\$175.25	
	Table Top Riser - Skirted - Two Step - 20" x 6'	\$154.00	\$200.00	
Circle skirt color: Black – Blue – Gold – Green – Silver – White				
CHAIRS				
	Folding Chair	\$35.00	\$45.00	
	Upholstered Arm Chair	\$175.00	\$190.00	
	Upholstered Side Chair	\$120.00	\$160.00	
	Upholstered Stool with Back	\$175.00	\$225.00	

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FURNITURE AND ACCESSORIES (continued)

FURNITURE ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY Friday, August 8th, 2025.

STANDARD RATES APPLY TO LATE ORDERS.

QTY	Description	Discount Rate	Standard Rate	Total
BOOTH ACCESSORIES				
	Wastebasket (Corrugated)	\$28.00	\$45.00	
	Tripod Display Easel(s)	\$66.00	\$85.75	
	22" x 28" Chrome Sign Holder	\$75.00	\$165.00	
	8.5" x 11" Black Sign Holder	\$150.00	\$195.00	
	4' x 8' Posterboard Double Sided	\$225.00	\$470.00	
	Belt Stanchion Post	\$125.00	\$175.00	
	Bag Rack	\$109.75	\$139.75	
	Garment Rack	\$140.00	\$175.00	
	Spiral Garment Rack	\$99.75	\$129.75	
	Waterfall Garment Rack	\$169.75	\$220.50	
	Literature Rack	\$184.75	\$237.50	
	LED Lamp with clamp	\$105.00	\$137.75	
CARPET AND PADDING				
	Carpet 10' x 10'	\$425.00	\$515.00	
	Carpet 10' x 20'	\$750.00	\$945.00	
	Carpet 10' x 30'	\$950.00	\$1525.00	
	Carpet 10' x 40'	\$1550.00	\$1990.00	
	Custom Cut and Lay	\$7.50 sqft	\$12.25 sqft	
	Carpet Padding 1/2"	\$2.75 sqft	\$3.25 sqft	
	Carpet Padding 1"	\$4.50 sqft	\$6.75 sqft	

Circle Carpet Color: Black - Blue - Blue Jay - Gray - Red - Tuxedo

Order Total

Sub Total

6.25% Sales 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 Friday, August 8th, 2025.

■ 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 Corporate Events New England.

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. Shipments received at the advance warehouse after Friday, August 8th, 2025 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.
LATE DELIVERY	
RETURN TO WAREHOUSE	Shipments returned to CorpEvents warehouse at close of show for re-forwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$175.00
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: Friday, July 11th - Friday, August 8th, 2025	NEPC 2025 COMPANY NAME/BOOTH # ABF FREIGHT C/O Corp Events 150 Manley Street West Bridgewater, Ma 02379

Please label shipments accordingly to ensure the arrival of materials at showsite.

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	\$195.00	\$390.00	\$275.00	\$550.00
ST/OT	\$265.00	\$530.00	\$370.00	\$740.00
OT/OT	\$360.00	\$720.00	\$505.00	\$1,010.00

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	\$159.00

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: _____ Advance WH 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.

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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 CorpEvents warehouse at close of show for re-forwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$175.00.
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:

NO DIRECT SHIPMENTS TO THE ENCORE BOSTON HARBOR.

Please label shipments accordingly to ensure the arrival of materials at showsite.

Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

200 lbs. min per shipment	CRATED/SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$225.00	\$450.00	\$295.00	\$590.00
ST/OT	\$305.00	\$610.00	\$395.00	\$790.00
OT/OT	\$412.00	\$824.00	\$535.00	\$1,070.00

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 \$159.00

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

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.

Exhibitor Information

Product Delivery Information

All POV's (privately owned vehicles) must use the hotel side of the parking garage and bring product up from garage to the Picasso ballroom and/or cold storage unit located under the tent on the South Lawn.

Large trucks cannot be accommodated at the Encore Loading Dock.

Marshalling Yard information:

All non POV vehicles must report to the marshalling yard located at the New England Produce Center and check-in with CorpEvents at the S. Strock & Co., dock. Each driver must check in at the and mention Strock and NEPC Expo.

Direct Refrigerated Shipping:

New England Produce Center
300 Beacham Street
Chelsea, MA
Building C, Door 63 (S. Strock & Co., Inc)

CorpEvents will receive shipments at the NE Produce Center (S.Strock & Co., Inc) on the following dates for Refrigerated items.

Friday, August 15th - 5am - 11am

Saturday, August 16th - 5am - 9am

Monday, August 18th - 5am - 11am

This will be manned by a CorpEvents teamster member. Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

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MATERIAL HANDLING ORDER FORM

Complete this order form and return promptly to Corporate Events New England. 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

Shipped From

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 house carrier. (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	Estimate Weight
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	Rate:	Total:
Packing Materials: Steel banding	\$35.00	
# of Skids to shrink wrap	\$45.00 ea.	

Company Name	Booth #
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IMPORTANT: Whether you are shipping common carrier or other means, you must complete a Bill of Lading and return it to Corporate Events New England. Also, please have all freight properly secured and labeled.

CorpEvents New England

R U S H

DO NOT DELAY

Must Arrive Between receiving and deadline dates:

Friday, July 11th - Friday, August 8th, 2025

To: _____
(Exhibitor Name)

c/o: **ABF Freight**

**150 Manley Street
West Bridgewater, MA 02379**

ADVANCE WAREHOUSE

NEPC 2025

BOOTH #: _____ No. ____ of ____ pcs.

CorpEvents New England

R U S H

DO NOT DELAY

Must Arrive Between receiving and deadline dates:

Friday, July 11th - Friday, August 8, 2025

To: _____
(Exhibitor Name)

c/o: **ABF Freight**

**150 Manley Street
West Bridgewater, Ma 02379**

ADVANCE WAREHOUSE

NEPC 2025

BOOTH #: _____ No. ____ of ____ pcs.

CorpEvents New England

R U S H

DO NOT DELAY

Cannot deliver prior to:
Fri. 8/15, Sat. 8/16 & Mon. 8/18

To: _____

(Exhibitor Name)

c/o: New England Produce Center

300 Beacham Street
Chelsea, MA 02150

Building C, Door 63
(S.Strock & Co., Inc)

REFRIDERATED STORAGE

NEPC 2025

BOOTH #: _____ No. ____ of ____ pcs.____

CorpEvents New England

R U S H

DO NOT DELAY

Cannot deliver prior to:
Fri. 8/15, Sat. 8/16 & Mon. 8/18

To: _____

(Exhibitor Name)

c/o: New England Produce Center

300 Beacham Street
Chelsea, MA 02150

Building C, Door 63
(S.Strock & Co., Inc)

REFRIDERATED STORAGE

NEPC 2025

BOOTH #: _____ No. ____ of ____ pcs.____

Your official ground freight carrier ABF Freight®

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 100 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our
Trade Show Division

800.654.7019
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services



REQUEST FOR INFORMATION

ABF FREIGHT® • TRADE SHOW SERVICES

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ABF Freight Trade Show Coordinator to contact you with a quote or information? ☐ YES ☐ NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to 479.785.8701.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048

800-654-7019

tradeshow@freight.abf.com | abf.com

3801 Old Greenwood Road • Fort Smith • AR • 72903



MATERIAL HANDLING INFORMATION

LIABILITIES: The terms and conditions of Corporate Events new England 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 Corporate Events New England 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 Corporate Events New England. Exhibitors whose freight is returned to the warehouse will be contacted by Corporate Events New England. NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.

LIABILITY AND INSURANCE BULLETIN

- Corporate Events New England shall not be responsible for damage to uncrated materials improperly packed or concealed damage.
- Corporate Events New England shall not be responsible for loss, theft or disappearance of exhibitor's material after same have been delivered to the exhibitor's booth.
- Corporate Events New England 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 Corporate Events New England by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- Corporate Events New England 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.
- Corporate Events New England 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, Corporate Events New England will refer exhibitor's request to a transportation broker, who will arrange for the transportation of exhibitor's booth via duly registered motor carriers. Corporate Events New England 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 Corporate Events New England 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: Corporate Events New England liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Corporate Events New England's maximum liability shall be limited to \$0.30 per pound, maximum \$50.00 per claim. Corporate Events New England 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 Corporate Events New England 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 Corporate Events New England 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.

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 Corporate Events New England 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. Corporate Events New England 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?

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 Corporate Events New England Service Desk.) After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Corporate Events New England 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 the house carrier.

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.

CorpEvents New England
205 Flanders Rd
Westborough, MA 01581
Phone 508.366.8595 Fax 508.366.2545
<https://corp-eventsne.com>
corpeventsne@corp-eventsne.com

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August 19th
Encore Boston Harbor
Everett, MA

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.

Exhibitors may hire labor through the official service contractor or an approved EAC that is signatory to Teamsters Local 25.

Send form to:
CorpEvents New England
205 Flanders Rd
Westborough, MA 01581

Due : Friday, August 8th, 2025
Fax 508.366.2545
corp-eventsne.com
corpeventsne@corp-eventsne.com

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BOOTH LABOR

Orders must be received with full payment by Friday, August 8th, 2025.
Standard Rates apply to late orders.

Description		Discount Rate	Standard Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday.	\$215.00	\$265.00
Overtime	4:30 PM to 8:00 AM Monday through Friday, All day Saturday.	\$280.00	\$315.00
Double Time	All day Sunday and Union Holidays.	\$345.00	\$390.00

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 Corporate Events New England service desk to pick-up labor ordered and must CHECK OUT labor at the Corporate Events New England service desk upon completion of the work. Corporate Events New England is not allowed to proceed without exhibitor representative.

Company Name

Contact Name

Phone

☐ **Plan B - Corporate Events New England Installation and Dismantle Supervision without exhibitor present.**

All work is done under the direction of Corporate Events New England personnel.

Our charge for this service is 30% of your total labor bill, or a minimum \$45.00 on installation and \$45.00 on dismantle.

Corporate Events New England is authorized to set-up exhibit. Corporate Events New England 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 Corporate Events New England Exhibitor Service Desk.

Contact Name

Phone

Describe any special requirements.

Order Total

Sub Total

GSC Supervision (30% \$45.00 min)

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 Friday, August 8th, 2025.

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PORTER SERVICE

Orders must be received with full payment by Friday, August 8th, 2025.
Standard Rates apply to late orders.

		Discount Hourly Rate	Standard Hourly Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday.	\$215.00	\$265.00
Overtime	4:30 PM to 8:00 AM Monday through Friday, All day Saturday.	\$280.00	\$315.00
Double Time	All day Sunday and Union Holidays.	\$345.00	\$390.00

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 508.366.8595 or email us at corpeventsne@corpeventsne.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 Friday, August 8th, 2025.

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

Describe Any Special Requirements:

	Order Total
Sub Total	
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 Friday, August 8th, 2025.

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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 corpeventsne@corp-eventsne.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 508.366.8595 OR EMAIL US AT CORPEVENTSNE@CORP-EVENTSNE.COM.

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Orders must be received with full payment by Friday, August 8th, 2025.
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SIGN COPY	
OPTIONS	

Substrate:
☐ Coroplast ☐ Foamcore

Text Color:
☐ Black ☐ Blue ☐ Green ☐ Red ☐ Silver
☐ Yellow

☐ **Use CorpEvents NE 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: 508.366.8595

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 Friday, August 8th, 2025.
- 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 Corporate Events New England.

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Banner Stands, Backwalls, and Booths

ORDERS MUST BE RECEIVED WITH FULL PAYMENT BY Friday, August 8th, 2025.
30% APPLIES TO RUSH ORDERS. LATE ORDERS CAN NOT BE GUARANTEED.

Booth #

Company

Phone

Authorized

Signature

QTY	Description	Standard Price	Total
-----	-------------	----------------	-------

TABLE THROWS

6' Table Drape

\$245.00

BANNER STANDS

33" Premium Banner Stand

\$618.00

BACKWALLS AND BOOTHS

8' Pop-Up Booth w/ Fabric Graphic

\$1,095.00

10' Pop-Up Booth w/ Fabric Graphic

\$1,295.00

Contact us for additional options for customizing your booth.

n/c

☐ Installation required.

MISC.

Design Time

\$150/Hour

Adv. Only

**IF SUPPLIED ARTWORK IS NOT IN USABLE FORMAT OR ADJUSTMENT TO ARTWORK ARE REQUIRED, 1 HOUR OF DESIGN TIME WILL BE APPLIED TO ORDER.*

Additional Info:

Order Total

Sub Total

Rush Order 30%

6.25% 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.

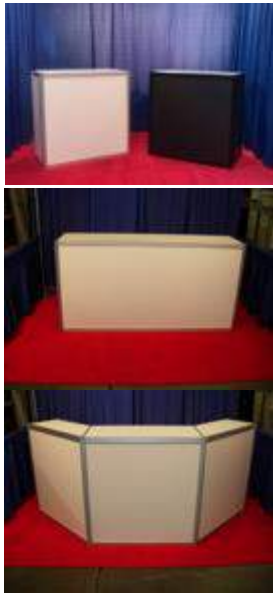
- Discount prices are only available on or before Friday, August 8th, 2025.
- Sales tax must be included.
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Counters

Orders must be received with full payment by Friday, August 8th, 2025.
 Standard Rates apply to late orders.



Description	Discount Rate	Standard Rate	Total
Standard One (1) Meter Counter 39" W x 19" D x 40" H	\$364.75	\$474.25	_____
Standard Two (2) Meter Counter 78" W x 19" D x 40" H	\$515.00	\$669.50	_____
Three Sided Counter Each face is 39" W 19" D x 40" H	\$607.25	\$789.25	_____

Custom graphics and locks are available upon request. Please
 contact us for additional information:
 Email - corpeventsne@corpeventsne.com
 Phone – 508.366.8595

	Order Total
Sub Total	_____
6.25% 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.




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- 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 Corporate Events New England.

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SHOW CASES

Orders must be received with full payment by Friday, August 8th, 2025.
 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.	\$500.50	\$650.75	_____
 80" L x 21" D x 42"	White laminate counter top, 1 glass shelf, Sliding doors in rear, Lights included.	\$750.75	\$976.00	_____
 80" L x 21" D x 42"	White laminate counter top, Sliding doors in rear, 2 glass shelves.	\$607.75	\$790.25	_____

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

	Order Total
Sub Total	_____
6.25% Tax	_____
Total Due	_____

Booth #	_____
Company Name	_____
Authorized By	_____
Phone	_____
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 Friday, August 8th, 2025.
- 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 Corporate Events New England.

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 Friday, August 8th, 2025.
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	\$61.00 ea.	\$72.00ea.	
	Grid Connectors 3 per 2 sections	No Charge	No Charge	n/c
	T-Base legs	\$45.75/set	\$54.00/set	
	Square 12" Face Out	\$10.50 ea.	\$12.50 ea.	
	Waterfall Ball Hooks	\$10.50 ea.	\$12.50 ea.	

Order Total

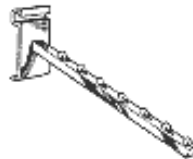
Sub Total

6.25% 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 Friday, August 8th, 2025.

■ 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 CorpEvents New England.

ENTERTAINMENT PRODUCTION SERVICES EXHIBITOR ORDER FORM

Questions, Please Call: (857) 770-4281

Email Completed Forms to:

Michael.McCarthy@encorebostonharbor.com

****Please turn in this form 7 business days before event start by 12PM EST. Any forms submitted after that time will be subjected to a 25% price increase (before taxes)****

****Equipment ordered after your due date is subject to availability****

Instructions:

- This is a fillable PDF form, please only fill in the blue boxes. Note your totals will generate automatically.
- Fill in the quantity of each item you would like.
- Fill in the number of days you will need to rent.
- Appropriate labor will be applied and confirmed before payment.
- **Please fill out the order information in full.** You do not need to provide a CC number until we contact you for payment.
- Once pricing is confirmed we will schedule a call to take payments over the phone. Online payment portals are available upon request.

Frequently Answered Questions:

- If you need any assistance day of the event, please call our manager on duty at: **857-703-7985**
- Power is a one-time charge for the duration of the event so please only put the quantity of drops you will need.
- Wifi is complimentary throughout the entire resort.
- Our monitors do come with a complimentary HDMI cable.
- We cannot guarantee that our monitors will have Airplay capabilities or the ability to play directly from a USB so we strongly suggest bringing a laptop.
- Please double check with your event planner what they will cover in terms of your AV so we do not double charge for the event.
- For anything non-AV related please contact your event planner.

Questions, Please Call: (857) 770-4281
Email Completed Forms to:
Michael.McCarthy@encorebostonharbor.com

Flat Panel Displays	Qty.	Daily Rate	# of Days	Total
43" Monitor with Floor Stand		\$450		
65" Monitor with Floor Stand		\$750		
Audio	Qty.	Daily Rate	# of Days	Total
Sound System (Includes 1 Speaker on Stand, Mixer, Wired Mic, DI)		\$500		
Device/Computer Connection		\$50		
A/V Support	Qty.	Daily Rate	# of Days	Total
Laptop Computer		\$350		
Slide Advancer w/Green Pointer*		\$75		
24" or 42" Skirted Cart - Or Similar size.		\$40		
Flip Chart w/ Adhesive Flip Chart Pads & Markers		\$75		
If items are not returned or damaged, the appropriate fee will be applied to the final bill				
Hardwire Internet	Qty.	Daily Rate	# of Days	Total
7Mbs Hard Wired Internet Daily Access		\$200		
Encore Power	Qty.	Daily Rate	# of Days	Total
15 Amp Power Drop w/Cable and 6 Way Power Strip (Includes Set/Strike Labor)		\$95	N/A	
30 Amp Power Drop w/Cable and (1) Dog House (Includes Set/Strike Labor)		\$250	N/A	
Additional AV Equipment Not Listed	Qty.	Daily Rate	# of Days	Total
25% Past Due Date increase	N/A		N/A	
Labor	Qty.	Hourly Rate	# of Hours	Total
AV Technician/s to Set (TBD) Filled in by EPS PM		\$75		
AV Technician/s to Strike (TBD) Filled in by EPS PM		\$75		
Dock Supervisor (TBD) Filled in by EPS PM		\$85		
		EQUIPMENT SUBTOTAL:		
		LABOR SUBTOTAL:		
		SALES TAX 6.25%:		
GRAND TOTAL:				
ORDER INFORMATION			Booth #	
Event Name:		Event Date(s):		
Company Name:				
On Site Contact:		Phone Number:		
Email Address:				
***A representative will contact you via email for payment**				
Cardholder's Name:				
Cardholder's Address:				
Cardholder's Email:				
Phone Number:				