

# SHOW FACTS

## 2024 Mohegan Sun World Baseball & Softball Coaches' Convention Mohegan Sun - Earth Expo Center January 11-13, 2024



World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023

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### BOOTH EQUIPMENT

Each 10' x 10' booth space includes one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs, one waste basket and one 7"x44" booth ID sign. Show colors are red, white and blue.

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### EXHIBIT HALL CARPET

The Exhibit Hall is not carpeted.

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### DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:  
**Thursday, December 28, 2023. Order online (see page 2) and save the 8% Administrative Fee.**

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### SHOW SCHEDULE:

#### Exhibitor Move-In:

Thursday, January 11, 2024 from 1:00pm - 6:00pm

Friday, January 12, 2024 from 7:00am - 8:30am

#### Show Hours:

Thursday, January 11, 2024 from 6:00pm - 9:00pm

Friday, January 12, 2024 from 8:45am - 7:00pm

Saturday, January 13, 2024 from 7:45am - 3:30pm

#### Exhibitor Move-Out:

Saturday, January 13, 2024 from 3:30pm - 7:00pm



# ONLINE ORDERING

**Looking for an easier way to place you order?  
Tired of faxing or emailing forms?**

**Try our fully PCI-Compliant Online Ordering System!**

Simply request an online login by emailing [info@demersexpo.com](mailto:info@demersexpo.com)  
(please specify show name and date). We will then create an  
online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit  
are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!  
Orders placed via email or fax will be assessed this fee.**

**Last day to receive discount pricing is *Thursday, December 28, 2023*  
Floor prices apply after that date.  
The Storefront will close on *Thursday, January 4, 2024*.  
No online orders after that date.**



# CREDIT CARD AUTHORIZATION

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

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CREDIT CARD:      VISA          MasterCard          AMEX

ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_      DATE : \_\_\_\_\_

=====

## ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: \_\_\_\_\_      Booth #: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_      Authorized by: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_      Signature: \_\_\_\_\_

Phone: \_\_\_\_\_      Fax: \_\_\_\_\_      Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

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## CREDIT AND PAYMENT POLICY

The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Payment must be received by **Thursday, December 28, 2023** for discount pricing to apply.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

## PAYMENT MUST BE INCLUDED WITH ALL ORDERS

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



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World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023

# STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	135.00	151.00	
	9' x 20' Carpet	239.00	271.00	
	9' x 30' Carpet	359.00	406.00	
	9' x 40' Carpet	478.00	621.00	
<i>Carpet Color:</i> Gray Blue Red Burgundy Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.27= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 1.80= _____				
SKIRTED TABLES				
<i>Skirt Colors:</i> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	88.00	100.00	
	2' x 6' x 30" high	116.00	127.00	
	2' x 8' x 30" high	136.00	151.00	
	2' x 4' x 40" high	108.00	127.00	
	2' x 6' x 40" high	123.00	132.00	
	2' x 8' x 40" high	132.00	144.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	49.00	62.00	
	2' x 6' x 30" high	52.00	68.00	
	2' x 8' x 30" high	57.00	74.00	
	2' x 4' x 40" high	71.00	122.00	
	2' x 6' x 40" high	74.00	127.00	
	2' x 8' x 40" high	78.00	133.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	52.00	67.00	
	6' x 10" Undraped	64.00	83.00	
	4' x 10" Draped	76.00	99.00	
	6' x 10" Draped	86.00	113.00	
Wood Table Riser Drape Color: <i>White</i>				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	51.00	68.00	
	Padded side chair	45.00	52.00	
	Tubular folding chair	24.00	31.00	
	Upholstered bar stool	143.00	160.00	
	Black Bar Stool w/ foot rest	78.00	94.00	
SPECIAL DRAPERY/SKIRTING				
<i>Drape Colors:</i> Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery <small>Per Linear Foot</small>	6.18	13.39	
	3' high drapery <small>Per Linear Foot</small>	5.67	12.36	
	13'-long table skirting	66.00	88.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	52.00	77.00	
	Easel (Tripod Display)	33.00	41.00	
	Garment Rack	91.00	126.00	
	Panelboard	258.00	322.00	
	Pegboard	258.00	322.00	
	Stage (4' x 4' all heights up to 36")	258.00	322.00	
	Stage (4' x 4' w/ carpet & skirt)	283.00	353.00	
	Stanchion Post	59.00	75.00	
	Stanchion Belt	6.18	8.03	
	Waste Basket	14.50	16.50	

**- ORDER SUMMARY -**

Subtotal:	\$	<input type="text"/>
6.35% Sales Tax:	\$	<input type="text"/>
8.00% Admin Fee:	\$	<input type="text"/>
Grand Total:	\$	<input type="text"/>

Advance price deadline: **Thursday, December 28, 2023**. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

Order online and save the 8% administrative fee.

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

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# Additional Booth Accessories

Looking for an item you do not see? Please call our office for availability and pricing.



Tote Bag Holder



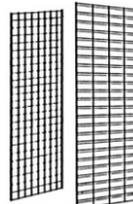
Faux Tree



Literature Rack



Gondola



Gridwall

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 60.00	=	
SILK PALM TREE		X	\$ 70.00	=	
LITERATURE RACK		X	\$ 95.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 60.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 225.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

**Advance price deadline: Thursday, December 28, 2023.** Orders placed after deadline date will be assessed a 25% late charge. All items are for rental for the duration of the show only. Items ordered, delivered to booth, then cancelled, will not be refunded. Other refund requests will not be considered unless Exhibitor makes request of Demers prior to the close of the show. Exhibitor is responsible for cost of repair or replacement if equipment is lost, damaged or stolen while being rented. Rentals are based on availability. Order early to guarantee what you want is available.

**Order online and save the 8% administrative fee.**

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

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# DIGITAL GRAPHICS AND SIGNS

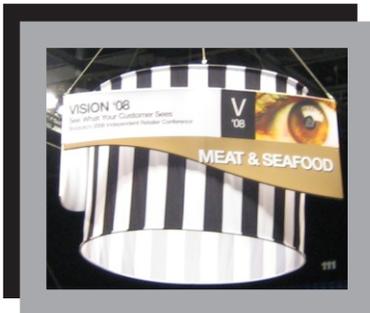
World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023

## 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: 50px; height: 20px;" type="text"/>	L X	<input style="width: 50px; height: 20px;" type="text"/>	W =	<input style="width: 50px; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot					
<input style="width: 50px; height: 20px;" type="text"/>	Square Feet X	\$10.00 per Sq. Ft. Discount Price or \$15.00 per Sq. Ft. Standard Price	=	<input style="width: 50px; height: 20px;" type="text"/>	Total

In order to receive discounted price, order must be received by **Thursday, December 28, 2023**  
**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  
 Vinyl Banner

**Upgraded:** (additional 15% charge)

Sintra  
 Gator Board  
 Plexi

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

## SIGN LAYOUT



Vertical



Horizontal



Designer to decide

## SPECIAL INSTRUCTIONS

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

<input style="width: 50px; height: 20px;" type="text"/>	Total X	<input style="width: 50px; height: 20px;" type="text"/>	6.35% Sales Tax	+	<input style="width: 50px; height: 20px;" type="text"/>	8.00% Admin Fee	=	<input style="width: 50px; height: 20px;" type="text"/>	Grand Total
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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:	

World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023



# ARTWORK & FILE GUIDELINES

DES-Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

## PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The Following Files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use. When using vector based formats include all fonts, or convert fonts to outlines or paths

File types that cannot use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

## HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be shared via online file sharing with program of your choice, saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files.)
- Files may also be uploaded to DES-Box Files. Please contact Demers at 860-882-0003 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to [info@demersexpo.com](mailto:info@demersexpo.com).



# MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

**ADVANCE SHIPPING ADDRESS**  
*Please use enclosed labels on all pieces*

**TO:** Name of Exhibitor & Booth Number  
**FOR:** World Baseball & Softball Coaches' Convention  
c/o Demers Exposition Services, Inc.  
151A Park Avenue  
East Hartford, CT 06108

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 advanced pricing discount without a late fee: **Thursday, December 28, 2023.**  
**Rate:** \$109.00 per CWT (per 100 lbs.). 2 CWT minimum applies (\$218.00).  
**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 \$25.00 per cwt (100.00 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 \$25.00 per cwt, (\$100.00 minimum applies).  
**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 15.

**DIRECT SHIPPING ADDRESS – TO EVENT SITE**  
*Please use enclosed labels on all pieces*

**TO:** Name of Exhibitor & Booth Number  
**FOR:** World Baseball & Softball Coaches' Convention  
c/o Demers Exposition Services, Inc.  
Earth Expo Center  
Loading / Receiving Dock 1  
1 Mohegan Sun Blvd  
Uncasville, CT 06382

Demers will receive shipments at the event site on **January 11, 2024 only**. Arrival at any time other than on **January 11, 2024** will be assessed a redirect fee equal to 50% of the total drayage charges.  
**Rate:** \$92.00 per CWT (per 100 lbs.). 2 CWT minimum applies (\$184.00).  
**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 \$25.00 per cwt (\$100.00 minimum).  
**Direct Shipments:** Direct shipments will only be received at the Expo Center on **January 11, 2024**. Shipments received at the Expo Center other than on **January 11, 2024** will be assessed a redirect fee of 50% of the total drayage charges.  
**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 15.

**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 \$40.00 per CWT (\$80.00 minimum applies).
- **Shipments returned to the DES Warehouse may be picked up beginning Wed., January 17, 2024** (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.	\$109.00 or \$92.00	\$218.00 or \$184.00	\$
SHIPMENT 2			lbs.	\$109.00 or \$92.00	\$218.00 or \$184.00	\$
SHIPMENT 3			lbs.	\$109.00 or \$92.00	\$218.00 or \$184.00	\$
SHIPMENT 4			lbs.	\$109.00 or \$92.00	\$218.00 or \$184.00	\$
<b>LATE SHIPMENT(s) to DES Warehouse</b>				\$25.00 per CWT	\$100.00 Minimum Charge	\$
<b>6.35% Service Fee</b>						\$
<b>Order Online and Save the 8% Administrative Fee</b>						\$
<b>8.00% Admin Fee</b>						\$
<b>TOTAL ESTIMATED CHARGES</b>						\$

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.

Please have shipment(s) arrive by

**Thursday, December 28, 2023** to avoid the late fee.

# RUSH!

**DES  
FREIGHT**

TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**World Baseball & Softball Coaches' Convention**

*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.  
151A Park Ave  
East Hartford, CT 06108**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



World Baseball & Softball Coaches' Convention



Mohegan Sun Earth Expo

**World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023**



# SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment  
to SHOWSITE on **Thursday, January 11, 2024.**

World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023

# RUSH!

**DES  
FREIGHT**

TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**World Baseball & Softball Coaches' Convention**

*BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment*

**c/o Demers Exposition Services, Inc.  
Earth Expo Center  
Loading/Receiving Dock 1  
1 Mohegan Sun Blvd  
Uncasville, CT 06382**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



World Baseball & Softball Coaches Convention



Mohegan Sun Earth Expo



# DIRECTIONS TO LOADING DOCK

Once at the stop-light on Mohegan Sun Boulevard, Travel 3/10 mile on Mohegan Sun Boulevard - staying to the right when the road forks.

Continue past the Hotel and past the Expo Hall (both will be on your left).

The Earth Expo Loading Dock Entrance will be on your left once you pass the Expo building.



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860.882.0003 – Fax 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



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# LOAD IN/OUT RESTRICTIONS

## Please Read the Following Regulations Regarding the Movement of Exhibit Materials for Events at the Earth Expo Center

**The movement of exhibit materials within or through Casino or front of house areas, within or through any entertainment or public access spaces, or through any emergency exit doors, is strictly prohibited.**

Exhibit materials for use at events held in the Earth Expo Center must move in and out of the venue only through the Overhead Doors on the West Side (loading dock side) of the building.

When moving any items, exhibitors are prohibited from using any hotel or departmental equipment of or belonging to Mohegan Sun, including but not limited to bellman carts, concierge carts, banquet carts, serving carts, hand trucks, laundry bins or other similar rolling items. Please note that Mohegan Sun does not issue carts or other equipment for exhibitor use during move-in and move-out activities, and prohibits its employees and staff from assisting exhibitors in these activities.

Mechanized material handling equipment, such as forklifts, rider jacks and pallet jacks, may only be operated by Demers Staff. Operation of this equipment by anyone other than Demers Staff, regardless of circumstance, is strictly prohibited.

Should an exhibitor require assistance when moving exhibit materials in or out of the facility, please see a Demers representative at the service desk located on the Expo Center floor to arrange for needed assistance. Please note that fees may apply for these services.

Vehicle access to the loading dock is strictly limited to scheduled load-in and load-out hours. Vehicles may first be required to queue in a Marshaling Yard before accessing the loading dock (refer to your event load-in instructions). For more details, please see the next page for Use of the Loading Dock.



# USE OF THE LOADING DOCK

Use of the loading dock to load / unload exhibit materials is available to exhibitors during scheduled move-in / move-out hours. **ALL exhibitors MUST FOLLOW** the procedures specified on this page in order to access and use the loading dock.

## **MOVE IN HOURS:**

Thursday, January 11, 2024 from 1:00pm - 6:00pm

Friday, January 12, 2024 from 7:00am - 8:30am

## **MOVE OUT HOURS:**

Saturday, January 13, 2024 from 3:00pm - 7:00pm

**THE DOCK IS CLOSED DURING ALL OTHER HOURS**

-EXHIBITORS can proceed directly to the Earth Expo Loading Dock located on the Cove Road a quarter of a mile after the main hotel entrance.

- EXHIBITORS WILL HAVE 20 MINUTES to unload / load their vehicles without incurring a fee. Vehicles MUST REMAIN RUNNING WITH LIGHTS ON during this time. If you exceed the 20 minute time limit, YOUR VEHICLE WILL BE REMOVED from the loading dock by Demers staff.

- EXHIBITORS requiring more than 20 minutes to unload or load their vehicles MUST HIRE DEMERS STAFF to assist them. Fees will apply based on the collective weight of the items unloaded (\$92.00 per 100 lbs, with a 200 lb. minimum) and must be paid at the time service is rendered.

- Use of the loading dock is for active **LOADING AND UNLOADING ONLY**. Once your vehicle is unloaded it **MUST BE MOVED** to an alternate parking location. Your vehicle may not remain parked on the loading dock while you set-up your booth. **THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

- ALL move-in and move-out activity **MUST** enter and exit the Expo Center through the designated Overhead Doors. You will be directed which doors to enter and exit through. The pedestrian entry/exit doors are alarm activated. Use of these doors is **STRICTLY PROHIBITED** in other than emergency situations. All said doors are clearly labeled to afford notice of this restriction.

- EXHIBITORS having questions or needing assistance should visit the Demers Expo Service Desk located on the show floor.



# 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 material 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 the time of our actual pick-up from exhibitor's 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 shipment) 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.**



# FACILITY LABOR REGULATIONS

**FACILITY WORK RULES ARE IN EFFECT AT THE EARTH EXPO  
PLEASE READ THE FOLLOWING SUMMARY OF WHEN LABOR RULES APPLY  
THESE RULES MAY IMPACT YOU AS A VENDOR:**

**(1) If You Require Mechanized Equipment To Move Your Items:**  
(pallet or rider jack, forklift, moffett lift, bobcat)  
You are required to use Union Labor to operate this equipment.

**(2) If You Require Assistance To Set Your Booth:**  
You may have your full time employees perform the work to set your booth.  
The employees used **MUST BE FULL TIME EMPLOYEES** of the Exhibiting Company.  
Employment ID to verify full time employment must be produced if requested.  
Assistance needed in addition to your full time employees must be ordered through  
Demers Exposition Services.

**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 EXPO CENTER DOES NOT PROVIDE CARTS FOR VENDOR USE \*\***  
See the Demers Exhibitor Services Desk with any questions.

## **ADVANCED SHIPMENTS OF FREIGHT**

Vendor items may be shipped in advance of the event to the Demers Expo Warehouse, or directly to the Convention Center via a third party carrier (i.e. UPS, FedEx and all other contract or freight carriers).  
All direct deliveries to the Expo Center will be received only on event setup days, so please plan accordingly. Items shipped in advance will be delivered to the Vendor by Demers Expo Services.  
Applicable material handling / drayage fees will apply.

## **FLAMEPROOFING / FIRE REGULATIONS**

All booth items and decorative materials, including table coverings and tents, must be non-flammable and flame-resistant in accordance with applicable fire code standards and regulations as set forth by the office of the Mohegan Sun Fire Marshal. Specifically, all such items must meet or exceed NFPA 701 standards.  
***All tents must have a non-flammable tag affixed to it or the Fire Marshall will have it removed.***

## **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.



# FACILITY LABOR REGULATIONS CON'T

## THE FOLLOWING ARE NOT PERMITTED:

Gambling, as is defined as risking something of value for gain contingent on chance.

Any products containing THC.

Alcohol served for sale or tasting, unless purchased and served by Mohegan Sun Banquet Bartenders

Perishable food served for immediate consumption to the consumer (such as meals, tacos, sandwiches , etc)

Cooking on site in or outside the building, unless approved by the Mohegan Sun Health and Fire Department.

Fireworks including haze.

Animals (other than licensed service animals).

## RULES & REGULATIONS

Food sales or tastings are prohibited unless the food show application has been received and approved by the Mohegan Tribe Health Department (MTHD) no later than 10 business days prior to the event and communication between the vendor and MTHD and may include a request for additional information.

Medically based therapy treatments (barbering, body piercing, cosmetology, hairdressing, esthetician, eyelashes, massage therapy, nails, tanning, tattooing, etc) are prohibited unless an application for temporary health and beauty license has been received and approved by the Mohegan Tribal Health Department (MTHD) no later than 10 business days prior to the event and communication between the vendor and the MTHD and may include a request for additional information.

Vehicles must have 1/4 tank of gas or less and be inspected prior to entry into the building.

Open flame & other combustibles need to be pre-approved by the Mohegan Tribal Fire Department.



# 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**

<b>ADVANCE PRICE</b>	<b>SHOWSITE PRICE</b>
\$88.00	\$132.00
\$132.00	\$198.00

\$176.00                      \$264.00  
**Advance Pricing Deadline: December 28, 2023**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

**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										
8.00% Admin Fee										
<b>Total</b>										

**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										
8.00% Admin Fee										
<b>Total</b>										

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

**World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023**

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
 www.demersexpo.com



**Demers  
Events  
& Expo  
Services**

# CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$80.00 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	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
Vacuuming			X	\$80.00	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee						
<b>Total</b>						

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
Vacuuming			X		=		X	\$0.41	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee										
<b>Total</b>										

Porter service per booth space @ \$80.00 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	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
Porter Service			X	\$80.00	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee						
<b>Total</b>						

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)										
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	=	Estimated Total Cost
		L	X	W						
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
Porter Service			X		=		X	\$0.41	=	
<i>Order Online and save the 8% Administrative Fee!</i> 8.00% Admin Fee										
<b>Total</b>										

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

World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023



# ELECTRICAL ORDER FORM

MAIL OR FAX TO



**Demers  
Events  
& Expo  
Services**

**Demers Exposition Services**

151A Park Ave., East Hartford, CT. 06108  
Ph: (860) 882-0003 Fax (860) 579-3976  
info@demersexpo.com

Questions? Visit [www.demersexpo.com](http://www.demersexpo.com)

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>			
<b>FACILITY:</b>			
<b>DATES:</b>	Event ID#		

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60hz Cycle

QUANTITY Per Show	QUANTITY (For 24hrs Service)	ADVANCED PAYMENT PRICE	STANDARD PAYMENT PRICE	TOTAL COST
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Prices are per event, maximum three days. For longer exhibits, add \$51 per additional day per item ordered.

**120 VOLT** All 120 Volt Connections are supplied with NEMA 5-15R, 5-20R

1000 - 1500 WATTS (15 AMPS)	_____	_____	\$188.00	\$244.00	_____
1500 - 2000 WATTS (20 AMPS)	_____	_____	\$227.00	\$295.00	_____

**208 VOLT SINGLE PHASE**

All 208 Volt Single Phase Connections are supplied with NEMA 10-30R, 6-50R, 10-50R, 14-50R, L6-20, L6-30  
One Dedicated Line for Heavy Duty Service ONLY - Multiple Connections Not Allowed)

15 AMPS	_____	_____	\$188.00	\$244.00	_____
20 AMPS	_____	_____	\$227.00	\$295.00	_____
30 AMPS	_____	_____	\$357.00	\$464.00	_____
50 AMPS	_____	_____	\$420.00	\$546.00	_____
60 AMPS	_____	_____	\$613.00	\$797.00	_____
100 AMPS	_____	_____	CALL	CALL	_____
200 AMPS	_____	_____	CALL	CALL	_____

**208 VOLT THREE PHASE**

All 208 Volt Three Phase Connections are supplied with Pin & Sleeve to 5 Wire RBBWG Cam-lok Connectors

60 AMPS	_____	_____	\$584.00	\$759.00	_____
100 AMPS	_____	_____	CALL	CALL	_____
200 AMPS	_____	_____	CALL	CALL	_____
400 AMPS	_____	_____	CALL	CALL	_____

**RENTALS** (Electricity not included)

20' EXTENSION CORD	_____	_____	\$52.00		_____
QUAD BOX / MULTI OUTLET STRIP	_____	_____	\$62.00		_____

**LABOR**

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	\$94.50		_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & Holiday)	_____	_____	\$141.75		_____
Additional Show Days	_____	_____	\$51.00		_____

Subtotal Labor & Subtotal Goods \_\_\_\_\_

Sales Tax (All items are taxable) No labor will be Taxed \_\_\_\_\_ 6.35% \_\_\_\_\_

**PLACE YOUR TOTAL PAYMENT HERE**

All foreign checks must be drawn on U.S. Banks Only. Demers reserves the right to correct orders figured incorrectly.

**FOR ADVANCE PAYMENT PRICE**  
(posted on online portal) to apply we must receive your order, payment and floor plan showing main power location and distribution points, **10 Business days prior to your show event.**

**Avoid Duplication !!**

If you fax this form with credit card info, do not mail the original form or send another form of payment.

**ONLINE ORDERING**

This show may be available online. Visit [www.demersexpo.com](http://www.demersexpo.com). Click on Exhibitor Login. **Login access must be requested prior to portal login is possible by emailing info@demersexpo.com**

**ISLAND BOOTHS**

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Demers electricians on a time & material basis.

**208V & HIGHER VOLTAGES**

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

**DEDICATED OUTLETS**

Dedicated outlets require a 20 amp outlet.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS**

**FOR OFFICE USE ONLY**

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIVED BY:	_____

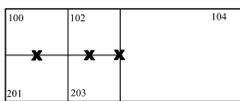
COMPANY NAME:				PHONE:				FAX:			
ADDRESS:				CITY:				ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:			
EMAIL ADDRESS:								EXPIRATION DATE:			
PAID BY: CHECK				AMX		VISA		MC		CVV:	
CARD HOLDER SIGN:						PRINT NAME:					
<b>CREDIT CARD BILLING ADDRESS (If different from address above)</b>											
ADDRESS:				CITY:				ST:		ZIP:	

## TERMS & CONDITIONS

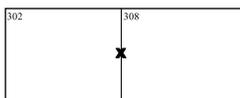
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 10 days prior to event set up for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Demers Exposition Services reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Demers Exposition Services office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 15 amps or 1500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Demers Exposition Services prior to our first move-in date, Demers Exposition Services will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
8. Demers Exposition Services employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
9. Demers Exposition Services is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Demers Exposition Services. It shall be removed only by Demers Exposition Services employees.
10. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
11. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Demers Exposition Services.
12. All equipment regardless of source of power, must comply with federal, state and local codes. Demers Exposition Services reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Demers Exposition Services is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
13. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
14. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
15. Payment in full must be rendered during the event. Services may be interrupted if payment is not received.
16. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if canceled in writing & received by Demers Exposition Services within 14 calendar days prior to show opening. Except sales tax, Demers Exposition Services will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
17. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
18. Exhibitor holds Demers Exposition Services harmless for any and all losses of power beyond Demers Exposition Services control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
19. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Demers Exposition Services its attorney fees or applicable agency fees.
20. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Demers Exposition Services for all applicable rental taxes.
21. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

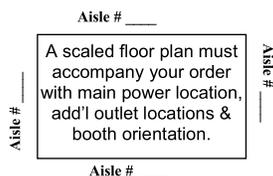
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Demers Exposition Services to bring power inside the booth on a time and material basis.



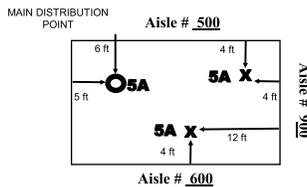
(IN-LINE BTHS) (PENINSULA)



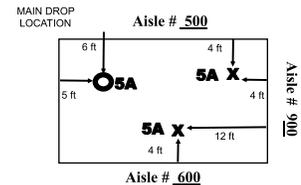
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @  
WWW.DEMERSEXPO.COM OR CALL 860.882.0003**



# Event Information Technology Request Form

Today's Date \_\_\_\_\_ Master Account # \_\_\_\_\_  
 Event Name \_\_\_\_\_ Start Date/Time \_\_\_\_\_ End Date/Time \_\_\_\_\_  
 Load-in date \_\_\_\_\_ Departure date \_\_\_\_\_  
 Company Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Technical Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Convention Services Manager \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_  
 Event Location \_\_\_\_\_ Room \_\_\_\_\_ Booth \_\_\_\_\_

SERVICE ITEMS	#	Advanced Rate*	Onsite Rate	Total	Location #	Load-In Date/Time	Load-Out Date/Time
<b>Voice Services</b>							
<i>Analog Services</i>							
Fax / modem / credit card line		125.00	250.00				
With Phone – in-house / local calling only		150.00	300.00				
ISDN Services – 2B + 1D with 2 SPIDs		250.00	500.00				
<i>VoIP Services (long distance and international options)</i>							
IP Polycom		300.00	600.00				
Basic IP Phone		150.00	300.00				
Display IP Phone		200.00	400.00				
Custom Call Center Features (Special Quote)		Custom	Custom				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	500.00				
<b>Internet Services</b>							
Public Wireless Services – Best Effort based on usage		Complimentary					
<b>Dedicated Wireless Services</b>							
10Mbs		600.00	1,000.00				
20Mbs		1,200.00	1,700.00				
50Mbs		2,500.00	3,000.00				
100Mbs		5,000.00	5,500.00				
300Mbs		10,000.00	11,000.00				
Custom Wireless Options (Special Quote)		Custom	Custom				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				
Public wired – Best Effort based on usage		Complimentary					
<b>Dedicated Wired Services (0-5 static IP addresses)</b>							
10Mbs		600.00	1,000.00				
20Mbs		1,200.00	1,500.00				
50Mbs		2,500.00	3,000.00				
100Mbs		4,000.00	4,500.00				
300Mbs		10,000.00	12,000.00				
Custom Wired Options (Special Quote)		Custom	Custom				
Additional static IP address		100.00	125.00				
VPN Services with 1 static IP address		250.00	300.00				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				



## Event Information Technology Request Form

**World Baseball & Softball Coaches' Convention, Mohegan Sun Earth Expo, January 11-13, 2023**

SERVICE ITEMS- <i>Continued</i>	#	Advanced Rate*	Onsite Rate	Total	Location #	Load-In Date/Time	Load-Out Date/Time
<b>VLAN – Private Wired Network</b>							
Local Network Connections							
2-10 Connections		500.00	600.00				
11-25 Connections		1,000.00	1,200.00				
Ethernet Switch Rental (8 – 24 Port)		200.00	250.00				
Multi Venue Fee – Expo, Earth Conv., Sky Conv.		250.00	300.00				
<b>CATV</b>							
High Definition 55" TV Rental – with channel lineup		500.00	600.00				

**\* IMPORTANT NOTES:** FEES FOR SERVICES NOT LISTED ABOVE WILL BE DETERMINED AT THE TIME OF ORDER

1. All setup and rental fees are for the duration of the event, not to exceed 7 days, plus usage unless otherwise indicated.
2. CT sales tax is included in the price.
3. Direct Dial Long Distance calls billed on a per minute basis (AT&T operator assisted plus 40%).
4. Orders cancelled with less than 48 hours notice will incur a 50% cancellation charge.
5. Advance Rate. Order must be received a minimum of 15 Days prior to first (1<sup>st</sup>) scheduled move-in date.
6. Technical Assistance charges are \$50.00 per hour. There is a minimum of 1 hour required. 15 days advance notice required. Standard Rate \$100 per hour with 3 hour minimum
7. Provision 3<sup>rd</sup> party circuits @ \$200 plus standard labor of \$50 per hour.
8. VoIP telephones are required for multi conference call, speed dialing and other specially programmed features.
9. It is our policy to prohibit the use of any device which advertises wireless services on the 2.4 or 5.0 GHz frequencies.

Please take the opportunity to explain what services you are requesting and how they will be used.  
 For example:

- 1) We will have 50 people using wireless for email, surfing and social media.
- 2) There will be 5 credit card devices using wireless to access the Internet to process transactions.
- 3) We need a TV for our DVD player to run our marketing videos.

Service Request Explanation:

**SUBMIT COMPLETED TO:**



**Demers  
Events  
& Expo  
Services**

**Demers Exposition Services, Inc.**  
 151A Park Ave., East Hartford, CT 06108  
 Ph: (860)882-0003 - Fax (860)579-3976  
 info@demersexpo.com

COMPANY NAME:				PHONE:				FAX:			
ADDRESS:				CITY:				ST:		ZIP:	
SIGNATURE:				PRINT NAME:				Country:			
EMAIL ADDRESS:											
PAID BY: CHECK AMX VISA MC								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
<b>CREDIT CARD BILLING ADDRESS (if different from address above)</b>											
ADDRESS:				CITY:				ST:		ZIP:	

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**Demers  
Events  
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