

SHOW FACTS

CT Recreation & Parks Association Annual Conference & Tradeshow Mohegan Sun Uncas Ballroom Uncasville, CT November 20-21, 2023



CONNECTICUT
RECREATION & PARKS
ASSOCIATION

CPRA, Mohegan Sun Uncas Ballroom, November 20-21, 2023

BOOTH EQUIPMENT

Each 10' deep x 10' wide booth space includes one 8' high back drape, two 8' high side drapes, one 8' skirted table, two folding chairs and one 7"x44" booth ID sign. Drapery colors are black and gray. Electrical Services Provided by Encore see page 13.

EXHIBIT HALL CARPET

The Uncas Ballroom is carpeted.

DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:

Monday, November 6, 2023. Order online (see page 2) and save the 8% Administrative Fee.

SHOW SCHEDULE:

Exhibitor Move-In:

Monday, November 20, 2023 from 9:00am - 12:00pm

Show Hours:

Monday, November 20, 2023 from 12:45pm - 5:00pm

Tuesday, November 21, 2023 from 8:30am - 12:00pm

Exhibitor Move-Out:

Tuesday, November 21, 2023 from 12:00pm - 3:00pm



ONLINE ORDERING

**Looking for an easier way to place your 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
(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 Monday, November 6, 2023.
Floor prices apply after that date.
The Storefront will close on Monday, November 13, 2023.
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.

CREDIT CARD: VISA MasterCard AMEX
ACCOUNT NUMBER: _____
EXPIRATION DATE: _____
SECURITY CODE (Visa/ MasterCard 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: _____

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 **Monday, November 6, 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



STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	180.00	211.00	
	9' x 20' Carpet	317.00	417.00	
	9' x 30' Carpet	473.00	619.50	
	9' x 40' Carpet	589.00	760.00	
Carpet Color: Gray Blue Red Black Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 3.50= _____				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.75= _____				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	106.00	130.00	
	2' x 6' x 30" high	130.00	142.00	
	2' x 8' x 30" high	142.00	152.00	
	2' x 4' x 40" high	129.00	141.00	
	2' x 6' x 40" high	149.00	172.00	
	2' x 8' x 40" high	165.00	198.00	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	63.00	66.00	
	2' x 6' x 30" high	66.00	71.00	
	2' x 8' x 30" high	79.00	84.00	
	2' x 4' x 40" high	71.00	88.00	
	2' x 6' x 40" high	80.25	98.00	
	2' x 8' x 40" high	91.00	102.00	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	71.00	88.50	
	6' x 10" Undraped	88.00	101.00	
	4' x 10" Draped	101.00	114.00	
	6' x 10" Draped	114.00	133.00	
Wood Table Riser Color: White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	49.00	66.00	
	Black Bar Stool w/ foot rest	74.00	91.00	
	Tubular folding chair	23.00	30.00	
	Upholstered bar stool	139.00	159.65	
	Padded side chair	44.00	50.00	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	14.50	21.75	
	3' high drapery Per Linear Foot	13.50	18.75	
	13'-long table skirting	69.00	89.00	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	94.00	133.00	
	Easel (Tripod Display)	71.00	78.00	
	Garment Rack	114.00	166.00	
	Panelboard	242.00	338.00	
	Pegboard	272.00	368.00	
	Stage (4' x 4' all heights up to 36")	139.00	195.00	
	Stage (4' x 4' w/ carpet & skirt)	198.00	277.00	
	Stanchion Post	78.00	103.00	
	Stanchion Belt	6.18	10.30	
	Waste Basket	25.00	30.00	

- ORDER SUMMARY -

Subtotal:	\$	
6.35% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

CPRA, Mohegan Sun Uncas Ballroom, November 20-21, 2023

Advance price deadline: Monday, November 6, 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. Rental 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:	

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**

ELITE SERIES FURNITURE



SORRENTO WHITE



SORRENTO BLACK

SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR
HIGH BACK ALSO AVAILABLE

SOUTH BEACH

SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 550.00	=	
SORRENTO COUCH BLACK		X	\$ 525.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 275.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 145.00	=	
SANIBEL BISTRO TABLE		X	\$ 275.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 145.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 145.00	=	
SORRENTO CHAIR WHITE		X	\$ 290.00	=	
SORRENTO CHAIR BLACK		X	\$ 265.00	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

Advance price deadline: Monday, November 6, 2023. Orders placed after deadline date will be access 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. Rental are based on availability. Demers has the right to substitutions.

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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AUDIO/VISUAL EQUIPMENT

Your order must be placed in advance. A/V orders will not be accepted at the show site. Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technician assistance an \$85.00 per hour labor charge will apply. **REMINDER:** You will need to order electricity through the venue see page 13.

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$420	
42" LCD Flat Screen Monitor (tabletop)		\$475	
50" LCD Flat Screen Monitor		\$795	
Monitor Stand (fits 50" monitor only)*		\$150	
*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV department with questions.		Sub-total	
		6.35% Sales Tax	
		8.00% Admin Fee	
		Total	



Order Online and Save the 8% Administrative Fee

Advance price deadline: Monday, November 6, 2023. Orders placed after deadline date will be access 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. Rental 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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MATERIAL HANDLING ORDER FORM

Materials **MUST BE** shipped in advance to the Demers Warehouse only, there is **NO DIRECT SHIPPING** to the Venue, **DO NOT SHIP TO HOTEL GUEST**. 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: CRPA
c/o Demers Exposition Services, Inc.
151A Park Ave
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 advance pricing discount: Monday, November 6, 2023

Rate: \$81.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.

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

Overtime: not applicable

Late shipments: Items received at the Advance Warehouse after the Deadline Date will not be refused however 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 9.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk prior to show close.

- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.

- At the close of the event, exhibitors can make arrangements with the designated show carrier (ABF) at the Demers Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.

- Exhibitors can also arrange to use their own carrier. These shipment(s) will return to the Demers warehouse for an additional \$40.00 per cwt (100 lbs) (min. charge is \$80.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor's carrier beginning **Friday, November 24, 2023** (warehouse hours are 8:30am - 3:30pm).

Carriers are NOT permitted to ship directly or pick-up shipments at the venue.

- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.

- Empties may take up to one hour to return at 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.	\$81.00	\$162.00	\$
SHIPMENT 2			lbs.	\$81.00	\$162.00	\$
SHIPMENT 3			lbs.	\$81.00	\$162.00	\$
SHIPMENT 4			lbs.	\$81.00	\$162.00	\$
LATE SHIPMENT(s) to DES Warehouse				\$25.00	\$100.00 Minimum Charge	\$
					6.35% Service Fee	\$
Order Online and Save the 8% Administrative Fee					8.00% Admin Fee	\$
					TOTAL ESTIMATED CHARGES	\$

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

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CPRA, Mohegan Sun Uncas Ballroom, November 20-21, 2023

SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.
Please have shipment(s) arrive by
Monday, November 6, 2023 to avoid the late fee.

CPRA, Mohegan Sun Uncas Ballroom, November 20-21, 2023

RUSH!

**D
E
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TO:

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

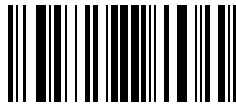
CRPA

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



CRPA



MOHEGAN SUN



LIABILITY AND INSURANCE BULLETIN

CPRA, Mohegan Sun Uncas Ballroom, November 20-21, 2023

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.**



HAND-CARRY POLICY

CPRA, Mohegan Sun Uncas Ballroom, November 20-21, 2023

For the convenience and safety of all exhibitors and patrons, Mohegan Sun prohibits the transportation of all freight and exhibit materials through its lobby and other public spaces. Mohegan Sun will, however, allow certain items to be hand carried in or out of the facility during specified dates and times.

Hand carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanized equipment. Exhibitors may use two-wheeled hand trucks (see Exhibit A below), but will not be allowed to use four-wheeled carts or similar items (see Exhibit B below). Exhibitors may not utilize or borrow any Hotel equipment for the purpose of loading in or out hand-carry items. This includes, but is not limited to, the bellman carts.

Exhibitors may unload at the Uncas Loading Dock during designated load in and load out hours only. Monday, November 20, 2023 from 9:00am - 12:00pm and Tuesday, November 21, 2023 from 12:00pm - 3:00pm

Should exhibitors require assistance moving their items in or out of the facility, they will be referred to the Demers Service Desk located in the exhibit space, or to a Demers Exposition Services representative. Fees will apply for services rendered.

All hand-carry items moving in and out of the facility will be supervised, and are subject to Hotel and Convention Services approval. Mohegan Sun reserves the right to refuse hand-carry items for any reason.

Exhibitors found violating these procedures will be asked to turn items over to Demers Exposition Services in accordance with Mohegan Sun Convention Services regulations, and with the procedures set forth in this Exhibitor Services Kit.



Exhibit A



Exhibit B



LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

Display Labor

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

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

*Two Hour Minimum per Laborer

Rates: per person/per hour

ADVANCE PRICE SHOWSITE PRICE
\$92.00 \$136.00
\$138.00 \$204.00

\$184.00 \$272.00

Advance Pricing Deadline: Monday, November 6, 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:
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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										
Total										

DISMANTLE LABOR

☐

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

Emergency Contact:	Phone:
Display Contact:	Phone:

☐

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

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

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8.00% Admin Fee										
Total										

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

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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		
				Total		

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	=	
		Order Online and save the 8% Administrative Fee!			8.00% Admin Fee					
					Total					

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		
				Total		

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						
				Total						

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

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