

# SHOW FACTS

## CT Recreation & Parks Association Annual Conference & Tradeshow Mohegan Sun, Uncasville, CT Uncas Ballroom November 24-25, 2025



CONNECTICUT  
RECREATION & PARKS  
ASSOCIATION

---

### BOOTH EQUIPMENT

Each 10' deep x 10' wide booth space includes one 8' high back drape, two 8' high side drapes, one 6' skirted table, two folding chairs and one 7"x44" booth ID sign. Drapery colors are black and gray.

---

### 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 10, 2025. Order online (see page 2) and save the 8% Administrative Fee.**

---

### SHOW SCHEDULE:

#### Exhibitor Move-In:

Monday, November 24, 2025 from 9:00am - 12:00pm

#### Show Hours:

Monday, November 24, 2025 from 12:45pm - 5:00pm

Tuesday, November 25, 2025 from 8:30am - 12:00pm

#### Exhibitor Move-Out:

Tuesday, November 25, 2025 from 12:15pm - 3:00pm

CPRA, Mohegan Sun, Uncas Ballroom, November 24-25, 2025



# 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](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 Monday, November 10, 2025.  
Floor prices apply after that date.  
The Storefront will close on Monday, November 17, 2025.  
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 10, 2025** 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	

CHAIRS			
QTY		Advance	Floor
	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
	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
	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 24-25, 2025

**Advance price deadline: Monday, November 10, 2025.** 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 10, 2025** 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:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
Events  
& Expo  
Services**

**CPRA, Mohegan Sun, Uncas Ballroom, November 24-25, 2025**

# 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 \$92.00 per hour labor charge will apply. **REMINDER:** You will need to order electricity through the venue .

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	
		<b>Total</b>	



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

**Advance price deadline: Monday, November 10, 2025.** 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:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108  
860.882.0003 – Fax 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
Events  
& Expo  
Services**

# 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 advanced shipment without a late fee: Monday, November 10, 2025**

**Rate: \$105.00/CWT (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**

**Double Stacked Freight:** All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

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

**Overtime:** See rate scale on pg 8.

**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 10.

## Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading with the office at Demers Exposition Services, either via email at [info@demersexpo.com](mailto:info@demersexpo.com) or calling 860.882.0003.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or "collect" charge terms.
- Exhibitors can make arrangements with the designated show carrier with the office at Demers Exposition Services to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- Shipments left on the show floor without having turned in an outbound bill of lading will be forced out through the designated show carrier at the exhibitor's expense and sent to the last known address on the inbound bill of lading.
- Outbound shipments from show site will incur a \$1.35 per pound charge for outbound handling, a minimum outbound charge of \$95.00 will apply. Exhibitors must have printed pre-paid labels (FedEx/UPS). Outbound shipments can be picked up from DES Warehouse beginning Friday, Nov 28, 2025. Warehouse hours are 8:30am - 3:30pm M-F excluding holidays.
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.
- Empties may take up to one hour to return at the close of the show.

## PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT ROUND UP TO NEAREST 100 lbs		CWT Minimum Charge 2 CWT	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVER TIME CHARGES ADD 25% OT Per Occurrence	ESTIMATED CHARGES
SHIPMENT 1			lbs.	+ 100 =		x			
SHIPMENT 2			lbs.	+ 100 =		x			
SHIPMENT 3			lbs.	+ 100 =		x			
SHIPMENT 4			lbs.	+ 100 =		x			
<b>LATE SHIPMENT(s) to DES Warehouse</b>							\$25.00 per cwt	\$100.00 Minimum Charge	\$
<b>Order Online and Save the 8% Administrative Fee</b>								6.35% Service Fee	\$
								8.00% Admin Fee	\$
								<b>TOTAL ESTIMATED CHARGES</b>	\$

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](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
Events  
& Expo  
Services**

**CPRA, Mohegan Sun, Uncas Ballroom, November 24-25, 2025**

# MATERIAL HANDLING RATE SCHEDULE

CPRA, Mohegan Sun, Uncas Ballroom, November 24-25, 2025

## Rate Classifications

- **Crated** - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Special Handling** - material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/ designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies such as Fed Ex, UPS or DHL, airfreight and local cartage companies, POVs and company trucks are included in this category due to their delivery procedures.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Small Packages** - A shipment of any number of pieces with a combined weight not to exceed 25lbs that is received on the same day, from the same shipped and delivered by the same carrier.
- **Double Stacked Freight** - All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

## Additional Fees May Apply

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: **Shipments arriving after Monday, November 10, 2025.**
- Early Shipment to the Warehouse: Any shipment arriving prior to October 24, 2025
- Refer to previous page regarding availability of warehouse for outbound shipments.
- Non-LTL Shipments Returned to Warehouse: Shipments returned to the warehouse at the close of the show will be charged an additional fee of \$1.35 per lb or \$95 minimum for outbound handling.
- Any freight left on the show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.

## Overtime

- Overtime is Monday through Friday prior to 8:00am and after 4:30pm; all day Saturday and Sunday.
- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times at a rate of 25% per occurrence.
- The show schedule is set by show management and the venue. Your shipment is moved into or out of showsite on overtime due to scheduling beyond Demers control.



# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**Monday, November 10, 2025** to avoid the late fee.

**CPRA, Mohegan Sun, Uncas Ballroom, November 24-25, 2025**

# RUSH!

**D  
E  
S  
  
F  
R  
E  
I  
G  
H  
T**

TO:

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

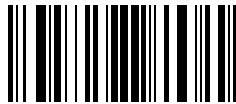
**CRPA**

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 24-25, 2025

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 \$0.35 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

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 24, 2025 from 9:00am - 12:00pm and Tuesday, November 25, 2025 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 10, 2025**

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>										

If you elect Demers Supervised Labor to assemble your display, the display must have complete explicit instructions. Any booth without complete explicit instructions will either incur additional labor costs for specialty labor or not be installed.

## 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:	

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**

# SPOTTING FEE

**The Spotting Fee for any size vehicle or self-propelled machinery is \$375.00.**



Demers staff will escort your vehicle while it is being moved on and off the show floor. Please contact Demers to schedule an appointment. Vehicles would move in ahead of exhibitors. Please provide the appropriate contact information below:

Driver Contact:

Mobile Phone:

The following conditions apply:

- Gas tank must be less than 1/4 full
- Gas cap must be locking or must be taped closed
- Keys must be surrendered to venue security
- Battery cables must be disconnected

# of Vehicles

Rate

Total

X

\$375.00

=

**Carpet Protection is required at carpeted venues!**

Please complete the below to order:

Linear Ft

Rate

Total

X

\$6.00

=

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](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
Events  
& Expo  
Services**

**CPRA, Mohegan Sun, Uncas Ballroom, November 24-25, 2025**

# 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	=	
				8.00% Admin Fee		
				<b>Total</b>		

Order Online and save the 8% Administrative Fee!

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

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

Order Online and save the 8% Administrative Fee!

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

Order Online and save the 8% Administrative Fee!

8.00% Admin Fee

**Total**

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**