



SCHOOL NUTRITION ASSOCIATION OF MASSACHUSETTS

School Nutrition Association of Massachusetts Business & Industry Partners,

As we gear up for another exciting annual conference, we want to extend our sincere thanks for your continued support of SNA of Mass and school nutrition professionals across Massachusetts. Your partnership plays a vital role in ensuring our members have the resources, connections, and inspiration they need to thrive.

We're thrilled to announce that the 2026 SNA of Massachusetts Annual Conference will take place October 13-14, 2026, at the DCU Center in Worcester, MA!

SNA of Mass Annual Conference

October 13-14, 2026

DCU Center

50 Foster St, Worcester, MA 01608

**Exhibit Show to be held on Wednesday, October 14, 2026*

As the conference approaches, we've prepared a suite of resources to support your planning. Within the attached materials, you'll find everything you need to get involved—from partner registration and participation opportunities to exhibiting at the 2026 exhibit show and more. To help you stay on track, please review and complete the checklist below:

PARTNER PREPARATION CHECKLIST

- ☐ **Review the Partner Prospectus** in this document and select your preferred partnership level
- ☐ **Register for the 2026 SNA of Mass Annual Conference** – [click here to secure your spot](#)
- ☐ **Reserve your booth for the SNA of Mass Annual Exhibit Show**
 - September 11, 2026: Presenting, Diamond, and Platinum Partners
 - September 20, 2026: All other partners

(A reservation link will be sent via email to registered partners)
- ☐ **Book your hotel accommodations** at the conference hotel. Hotel information and link will be included in your registration confirmation.

We encourage you to complete these steps early to ensure the best experience possible. We look forward to partnering with you to make this year's conference our best yet!

If you have any questions about this year's conference or your partnership, please don't hesitate to reach out to SNA of Mass at admin@snaofmass.org

Thank you again for your continued support—we look forward to working with you!

-The SNA of Mass Team



**SCHOOL NUTRITION
ASSOCIATION**
OF MASSACHUSETTS



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2026-27 PARTNERSHIP OPPORTUNITIES

PRESENTING PARTNER

\$8,000

- One (1) **extra-large focal booth (4 Booths)** at the 2026 Exhibit Show with designation as a "Presenting Partner"
- Recognition as evening **social event sponsor**
- Recognition as a **keynote speaker sponsor**
- Recognition as **Wi-Fi Sponsor**
- Logo on **conference giveaway** item for all director attendees
- One complimentary partner registration/table at the 2027 **USDA Commodity Show (if applicable)**
- Recognition as sponsor of conference mobile website
- Recognition as Sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of **Director's Only Day Lounge**
- Logo used on portion of conference registrant **lanyards**
- Ability to facilitate one 30-minute "Innovation Session" at Annual Conference
- 5-minute live **speaking opportunity** at Annual Conference
- One pre- or post-conference email to director registrants
- Opportunity to provide a 30-second commercial spot for use at the Annual Conference
- Sponsor of Entertainment Night Event - Partner may provide gift(s) for winners (or similar event if it is not held)
- Listing and recognition as Sponsor for all main sessions at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner
- Four complimentary partner registrations at the Annual Conference
- Four complimentary tickets to the SNAMMIES
- Linked logo recognition in all SNA of Mass Food for Thought Newsletters
- Ability to share company updates/information through SNA of Mass's Food for Thought Newsletter twice annually
- Ability to create original pre-recorded webinars for SNA of Mass's website
- Ability to participate in SNA of Mass-hosted webinars
- Featured on the home page of SNA of Mass's website w/ logo
- Annual licensing rights to utilize SNA of Mass Logo
- Annual membership in SNA of Mass

DIAMOND PARTNER

\$5,500

- One (1) traditional booth at the 2026 Exhibit Show with designation as a "Diamond Partner"
- One complimentary partner registration/table at the 2027 **USDA Commodity Show (if applicable)**
- Recognition as sponsor of conference **mobile website**
- Recognition as Sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of **Director's Day Lounge**
- Logo used on portion of conference registrant **lanyards**
- 5-minute live **speaking opportunity** at Annual Conference*
- One pre or post-conference email to director registrants
- Opportunity to provide a 30-second commercial spot for use at the Annual Conference
- Listing and recognition as Sponsor for a main session at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner
- Three complimentary partner registrations at the Annual Conference
- Three complimentary tickets to the SNAMMIES
- Linked logo recognition in all SNA of Mass Food for Thought Newsletters
- Ability to share company updates/information through SNA of Mass's Food for Thought Newsletter twice annually
- Ability to create original pre-recorded webinars for SNA of Mass's website
- Ability to participate in SNA of Mass-hosted webinars
- Featured on the home page of SNA of Mass's website w/ logo
- Annual licensing rights to utilize SNA of Mass Logo
- Annual membership in SNA of Mass

** Advertising opportunities subject to change based evolution of SNA-MASS newsletters & publications.*

PLATINUM PARTNER

\$3,000

- One (1) traditional booth at the 2026 Exhibit Show with designation as a "Platinum Partner"
- Listing and recognition as a Session Sponsor for a main session at the Annual Conference
- Inclusion of an item in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner
- Inclusion of static logo in commercial video loop at the Annual Conference
- Two complimentary partner registrations at the Annual Conference
- Ability to purchase tickets to the SNAMMIES
- Ability to share company updates/information through SNA of Mass's Food for Thought Newsletter once annually
- Linked logo recognition in SNA of Mass's Food for Thought Newsletter twice annually
- Ability to post one original pre-recorded webinar for SNA of Mass's website
- Ability to participate in SNA of Mass-hosted webinars
- Featured as a scrolling link on SNA of Mass's website w/ logo
- Annual licensing rights to utilize SNA of Mass Logo
- Annual membership in SNA of Mass

GOLD PARTNER

\$1,850

- One (1) traditional booth at the 2026 Exhibit Show with designation as a "Gold Partner".
- Two complimentary partner registrations at the Annual Conference
- Name recognition in commercial video loop at the Annual Conference
- Recognition in SNA of Mass's Food for Thought Newsletter twice annually
- Ability to purchase tickets to the SNAMMIES
- Ability to post an original pre-recorded webinar for SNA of Mass's website
- Ability to participate in SNA of Mass-hosted webinars
- Featured as a listed sponsor on SNA of Mass's website
- Annual licensing rights to utilize SNA of Mass Logo
- Annual membership in SNA of Mass

\$1,850

SILVER PARTNER

\$1,200

- Half (1/2) booth at the 2026 Exhibit Show with designation as a "Silver Partner". * Booth assigned by SNA of Mass unless you are booking with your broker
- One complimentary partner registration at the Annual Conference
- Name recognition in commercial video loop at the Annual Conference
- Ability to purchase tickets to the SNAMMIES
- Recognition in SNA of Mass's Food for Thought Newsletter twice annually
- Ability to participate in SNA of Mass-hosted webinars
- Featured as a listed sponsor on SNA of Mass's website
- Annual licensing rights to utilize SNA of Mass Logo
- Annual membership in SNA of Mass

BRONZE PARTNER

\$350

- Ability to participate in SNA of Mass-hosted webinars
- Featured as a listed sponsor on SNA of Mass's website
- Annual licensing rights to utilize SNA of Mass Logo
- Annual membership in SNA of Mass



**SCHOOL NUTRITION
ASSOCIATION**
OF MASSACHUSETTS

Non-partners can reserve a half booth for \$1,350 and a full booth for \$2,000.

To register as a partner for the 2026-27 year, visit us online [HERE](#).

Questions? Reach out to us by email at admin@snaofmass.org

** Advertising opportunities subject to change based evolution of SNA-MASS newsletters & publications.*

EXHIBITOR DETAILS

2026 SNA of Mass Conference Dates: October 13-14, 2026

2026 SNA of Mass Exhibit Show Date: October 14, 2026

Location: DCU Center
50 Foster Street Worcester MA 01608

Space Contract and Rules & Regulations

Terms and conditions of booth rental and occupancy are included in this prospectus. Please read these guidelines carefully. Purchase of a membership indicates that the exhibitor agrees to and accepts all terms and conditions stated therein. Please make checks payable to the School Nutrition Association of Massachusetts (SNA of Mass).

If full payment is not received by September 29, 2026, SNA of Mass reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at SNA of Mass's discretion. Space will not be formally assigned without full payment. Reservation of booth space will be available (with payment in full) on a first-come, first-served basis by partnership level, starting on September 2026. Space will not be formally assigned without applicable payment. SNA of Mass reserves the right to assign or re-assign to a space other than that requested. If exhibit space is canceled prior to September 29, SNA of Mass reserves the right to charge one half of the exhibit price as a cancellation fee. If exhibit space is canceled/reduced after September 29, all exhibit fees are Non-Refundable.

Exhibitor Move-In Hours:

Tuesday, October 13, 2026 from 3:00PM to 5:00PM and Wednesday, October 14, 2026 from 9:00AM to 12:00PM. All exhibits must be completely installed by: 12:00PM on Wednesday, October 14, 2026.

Show Hours:

Wednesday, October 14, 2026 from 12:30PM to 3:30PM

Exhibitor Move-Out Hours:

Wednesday, October 14, 2026 from 4:00PM to 6:00PM. All equipment & exhibit materials must be completely removed from the show floor by 6:00PM on Wednesday, October 14, 2026.

Note: All Carriers must check in at the dock or service desk two hours prior to floor closing time.

EXHIBITOR DETAILS

Booth Size & Provided Equipment:

Single Booths are 10' x 10' and include 2-6' draped tables, 3' high draped side rails, 8' high backdrop, two chairs, one wastebasket and a vendor sign.

Half Booths are 5' x 10' and include 1-4' draped table, 3' high draped side rails, 8' high backdrop, one chair, one wastebasket and a vendor sign. The exhibit hall does not have a covered floor.

Please note: an Extra-Large Booth (equivalent of four full booths 20' x 20' or 10' x 40') is included with the Presenting Level Business & Industry Partnership. A traditional booth (10' x 10') is included with the Diamond, Platinum and Gold Level Business & Industry Partnership. A single half booth (5' x 10') is included with the Silver Business & Industry Partnership.

Booth Selection:

Information on booth selection will be shared with registered partners. Booths will be selected on a first-come, first-served basis by partnership level starting at the end of September 2026.

Silver booths will be assigned by SNA of Mass unless working with a broker.

Shipping Information:

ADVANCE WAREHOUSE SHIPPING ADDRESS:

[Name of Exhibiting Company]
[Your Booth Number] *(if available)*
School Nutrition Association of MA Fall Conference
Capital Convention Contractors
153 Northboro Road - Ste 6
Southborough, MA 01772

Advance Warehouse Deadline:

ALL ADVANCE SHIPMENTS MUST Arrive
between: September 14, 2026-October 6, 2026

Warehouse Receiving Hours:

Monday - Friday, 9:00 AM - 4:00 PM

DIRECT SHOW SITE SHIPPING ADDRESS:

[Name of Exhibiting Company]
[Your Booth Number] *(if available)*
School Nutrition Association of MA Fall Conference
Capital Convention Contractors
DCU Center
50 Foster St
Worcester, MA 01608

**Freight received only during exhibitor
move-in hours.**

**ALL DIRECT SHIPMENTS MUST arrive on
October 13, 2026**

PLEASE USE ENCLOSED FREIGHT LABELS FOR ALL CONFERENCE SHIPMENTS

OFFICIAL SHOW CARRIER: ABF FREIGHT 800-654-7019 OR EMAIL TRADESHOW@ARCB.COM

EXHIBITOR DETAILS

Additional Services: The price of the booth rental does not include storage, placement, shipment or reshipment of exhibit materials, electricity, special lighting, booth furnishings, electrical supplies, carpet, individual booth cleaning or any other special service ordered by the exhibitor.

Electricity: Electricity is not included but is available for purchase through Capital Convention Contractors. Please see Exhibitor Service Manual for additional information beginning on page 15.

Limitation of Exhibits: SNA of Mass reserves the right to stop or remove any exhibitor, or his/her representative, that is found to be performing an act or practice which in the opinion of SNA of Mass is objectionable, detracts from the dignity of the association, or is unethical to the business purpose of the expo.

*SNA of Mass reserves the right to refuse admittance of exhibits or materials to the expo floor until all dues and fees owed are paid in full.

Payment: Full payment must be made in order for booth(s) to be assigned. A 4% processing fee will be applied to all payments made by credit card. SNA of Mass accepts MasterCard, Visa, American Express, Discover and checks.

Allocation of Space: A shared full booth may be occupied by a maximum of two (2) individually paid exhibiting companies if utilized by a Broker, but only one exhibiting company if not working with a Broker. Half booths are not permitted to be shared by multiple exhibiting companies. When space is reserved to share a booth, both exhibiting companies must submit separate partnership renewals and payments. Each company must identify which company they are sharing the exhibit booth space with. All exhibitors in a booth must be at least a Bronze Partner or purchase booth space.

General Expo Floor Policies: No exhibitor or part of an exhibit will be admitted to any space until rental of that space has been paid in full. Noisy or offensive exhibits are prohibited. Children under the age of 16 are not permitted in the exhibit hall. All persons shall have a conference badge to be on the show floor. SNA of Mass shall always have sole control over all admission policies. There are no exceptions to general expo floor policies.

Relocation of Exhibits: SNA of Mass reserves the right to alter the official floor plan and/or re-assign any exhibitor's location as deemed advisable. SNA of Mass further reserves the right to make such changes, amendments, and additions to these rules and such further regulations as it considers necessary to act in the best interest of the expo.

EXHIBITOR DETAILS

Collection Policy: The exhibitor agrees to pay the balance of fees due before the booth(s) is/are assigned. Full payment is required before setup and entry.

Insurance: It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or damage or loss of property in such amounts as the exhibitor shall deem adequate.

Prior arrangements for specific needs must be requested and coordinated through SNA of Mass. The deadline for all requests is September 29, 2026.

EXHIBITOR REGISTRATION

All Exhibitors should register online - [HERE](#).

Exhibitors may register the allotted number of complimentary attendees based on their membership. "Badge swapping" is not permitted and violators will lose all privileges to the Exhibit Hall during show hours. Exhibitor badges allow entry to the Exhibit Hall and education sessions.

Minimum Partnership Requirements: SNA of Mass's policy is that to exhibit, participate in a booth or gain access to the exhibit floor, you must be at least a paid Bronze Business & Industry Partner and purchase exhibit space.

Included in booth registration: Complementary 8.5"/11" sign listing your company name or logo, signage throughout the Massachusetts School Nutrition Industry Expo based on your partner membership level, security service from installation through dismantling. Name Badges are provided and must be worn at all times on the show floor. Presenting partners will receive up to 4 badges, Diamond- 3 badges, Platinum and Gold- 2 badges, Silver- 1 badge. Additional badges can be purchased during registration.

On-site Registration: Registration packets and badges will be distributed on the expo site. Badges are required for admission to the exhibit floor.

Cancellations: If exhibit space is canceled prior to September 29, SNA of Mass reserves the right to charge one half of the Membership Level Price as a cancellation fee. If exhibit space is canceled/reduced after September 29, all booth and membership dues are Non-Refundable.

SNA of Mass Annual Conference 2026
DCU Center, Worcester, MA
October 13-14, 2026

EXHIBIT RULES & REGULATIONS

ASSOCIATION: The word "Association" means the School Nutrition Association of Massachusetts, its officers, director, committees, agents or employees acting for it in the management of the exhibition.

SNA of Mass CONFERENCE LOGO (USE OF): An exhibitor wishing to use the SNA of Mass conference logo shall submit its intended use to the SNA of Mass Executive Director, for prior approval, which shall be within the sole discretion of SNA of Mass.

I. PAYMENT AND REFUNDS

A. Payment Policy: If full payment is not received by September 29, 2026, SNA of Mass reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at SNA of Mass's discretion. Cancellation or reassignment of space will be communicated in writing to the designated exhibitor contact. Space will not be assigned without full payment. Booth space will be assigned (with deposits or payment in full) on a first-come, first-served basis based on partner level, starting no later than October 1, 2026. Space will not be formally assigned without applicable payment. SNA of Mass reserves the right to assign or re-assign to a space other than that requested. Cancellation and/or booth reductions of reserved space are non-refundable after September 29, 2026.

B. Cancellations: If exhibit space is canceled after September 29, 2026 SNA of Mass reserves the right to charge the full Exhibit Price as a cancellation fee. Half of the exhibit fee is refundable for exhibit space canceled prior to September 29, 2026.

II. ALLOWABLE PRODUCTS IN SNA of Mass EXHIBIT SHOWS AND SPONSORSHIPS

A. Allowable Products: Companies exhibiting at SNA of Mass's Annual Conference and/or showing their product at a predetermined sponsored meal or event may only include products that are within the USDA regulations to be sold in Child Nutrition (CN) programs. Representation includes demonstrating or featuring the product or logo in the booth design or dispensing cups, napkins, etc. It also includes demonstrating written material, signage, any giveaways such as tote bags and T-shirts, or any other merchandise or material with the logo or product name.

B. Non-Allowable Products: Products that may not be sold in CN programs, and therefore may not be represented in trade shows and sponsorships are defined as foods of minimal nutritional value and include, but are not limited to:

1. Soda and/or carbonated beverages
2. Water ices
3. Chewing gum
4. Certain candies such as hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn

III. SPACE RENTAL AND ASSIGNMENT OF LOCATION

A. Contract Acceptance: The Association reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted by the Association, all money paid will be returned to the applicant.

B. Booth Assignment: Booths will be assigned using the SNA of Mass Platform. The Association reserves the right to use its sole discretion in reassigning space in cases where competitive products have exhibits adjacent to each other.

IV. USE OF SPACE

A. Permissible Exhibits: All business activities, including booth character personnel, of the Exhibitor in the Exhibit Hall must be within the Exhibitor's allotted exhibit space.

B. Food Sampling in Space: In connection with distribution of food or beverages in exhibitors' booths, food and beverage manufacturers must serve only sample-size portions of their own products. Equipment manufacturers who require a food or beverage product served to demonstrate their equipment may do so only in sample-size portions. Carbonated (unless CN-approved) or alcoholic beverages may not be displayed or served within the Exhibit Hall. All food must be prepared or served within the requirements of the PA Health Department and the Convention Center (CC).

C. Exhibit Space and Hall:

1. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns.
2. No holes may be drilled, cored or punched in the building.
3. No painting of signs, displays or other objects is permitted in the building.
4. Promotional devices may not obstruct name badges in any way.
5. No exhibits, displays or presentations will be permitted at any time in hotel rooms, suites and/or meeting rooms without written approval from Exhibits Operations.
6. Contests, drawings, etc., MUST receive PRIOR approval from the Association. Contact Exhibit Operations.
7. Giveaway items that are carried or worn as visible advertisement shall be controlled by the Association.
8. When dispensing food or beverages, exhibitors are to provide their own trash containers (beyond small one provided by the Association at each booth).
9. Loud noises, bright lights or other distractions are not permitted. Sound volume of amplifiers or audiovisual presentations must be regulated so as not to disturb nearby exhibitors.
10. No hanging signs are permitted without prior written approval from exposition management.
11. Vehicles utilizing flammable fuels: All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel; whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped down. Vehicles cannot be moved during show hours. A set of keys to the vehicle must be left with show security management.
12. No adhesive items or decals will be allowed in the hall.
13. Claims made in exhibit booths and products displayed are required to:
 - a) meet all or part of the reimbursable meal pattern for school lunch or school breakfast or
 - b) manufacturer or service provider must keep on file documents of verification that will substantiate such claims. These documents will be available for review at any time by SNA of Mass representatives or members should a question arise.
14. At the request of the Association, made at any time or times before or during the Exhibition, the exhibitor must promptly furnish the Association with sample products, packages, labels, advertising and promotional literature that would be or is being distributed, before the exhibitor will be eligible to participate or continue in the Exhibition. The Association, in its sole discretion, reserves the absolute right to determine which firms and products are appropriate, in its judgment, for inclusion in the Exhibition and to refuse, cancel or restrict any applicant or exhibit. This provision applies to exhibitor's conduct, articles, printed matter, samples, questionnaires or any other item that the Association deems objectionable. If the Association decides, in its sole discretion, that any of these do not meet its standards or is not suitable, the exhibitor must immediately comply with the Association's decisions or withdraw. If the exhibitor chooses to withdraw, the booth must remain intact until the end of the show day.

Subletting of Space: Exhibitor may not assign this contract, or sublet any space contracted for hereunder, or show in such space any articles other than those manufactured by the exhibitor and shall not place any name signs or courtesy cards on any equipment it loaned for demonstration purposes unless the supplier of such equipment also is an exhibitor in the Exhibition.

V. CANVASSING AND PROHIBITED MATERIALS

A. Activities That Cause Aisle & Booth Blockage: Exhibitors must cease the activities of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop such activities that are causing aisle or booth blockage, show management has the authority to stop such activity immediately. It is the sole responsibility of the exhibitors to “police” their own lines.

B. Canvassing and Other Activities: No person, firm or organization not having contracted with the Association for the occupancy of space in the Exhibition will be permitted to display or demonstrate its products, processes or services, or distribute promotional materials in the Exhibit Hall, convention halls or corridors or in hospitality suites. Any infringements of this rule will result in the prompt removal of the offending persons from the Hall, and exhibitors waive any and all rights for claims against the Association arising out of the enforcement of this rule.

1. Circulars or other promotional material may be distributed only from the exhibitor’s booth space.

2. The Association reserves the right to reject, cancel, remove or restrict exhibitors who, because of noise or any other reason shall interfere with the best interests of the Exhibition as a whole.

C. Prohibited Materials: The use of characters, musicians, entertainers, loud speakers, sound systems and noise-making devices is restricted to within the booth. Balloons, horns, use of other mechanical devices that create objectionable noises, odors or congestion are prohibited. Show management reserves the right to determine when such items become objectionable.

D. Eviction: Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, are determined by show management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called “barkers” or “pitchmen” is strictly prohibited.

E. Promotions and Sales: All demonstrations or other promotional activities must be confined to the limits of the exhibit space. No sales activity, demonstrations, sampling, giveaways, solicitation, etc. will be permitted in the aisles.

VI. ARRANGEMENT AND CARE OF EXHIBITS

A. Booth Construction and Arrangement: The Association will provide and arrange for construction of necessary draped back- grounds of uniform style. Drapery is flameproof fabric. Unfinished or unsightly ends of exhibits must be draped by the service contractor at the expense of the exhibitor. The Association does not allow for “end caps,” peninsulas or islands under 400 square feet.

B. Booth Configuration and Restrictions: All exhibits must be confined to the limits of their respective booths as indicated on the floor plan. Back wall of the booth is 8 feet high; side dividers are 3 feet high. No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend above 8 feet with the exception of island or perimeter spaces where height limitation is 16 feet unless otherwise noted due to center restrictions; however, cubic content of these booths must be approved in advance by Exhibition Management. Materials up to 8 feet in height may be placed within 5 feet from the back wall. Exhibit material must not be set up so as to interfere with the view into adjoining booths. All materials must conform to local building, electrical and fire department codes and regulations.

Care of Exhibit Space: The exhibitor must, at its expense, maintain and keep in good order the exhibit space contracted. The exhibitor shall maintain and conduct the exhibit in a neat, clean, orderly and safe manner, and shall not do or allow anything to be done in, on or about the exhibitor's space that might adversely reflect on the Association. The exhibitor shall keep an attendant in its display during the hours the Exhibition is open, and the exhibitor must surrender the space occupied by it to the Association in the same condition as it was at the commencement of occupation (ordinary wear excepted).

1. No sign or other articles may be affixed, nailed or otherwise attached to walls, doors, drapery, etc., so as to deface or destroy them; likewise, no attachments may be made to floors by nails, screws or other devices that might damage or mark them.
2. Exhibits shall be so installed that they will in no way project beyond the space and not extend into the aisle.
3. Exhibits shall not obstruct the light, view or space of others. Exhibitors shall be responsible for damage to property. If the space occupied by the exhibitor shall be damaged by the exhibitor or the exhibitor's agents, employees, patrons or guests, the exhibitor, on demand, shall pay such sum as shall be necessary to restore the space to the same condition it was in when first occupied by the exhibitor.

VII. HANGING SIGNS

1. Definition: An exhibit component suspended above for the purpose of displaying graphics or identification.
2. Approval: All hanging sign requests must be submitted with floor plans or diagrams in writing to the Association. All hanging sign requests must be received no later than September 30, 2026. Signs not approved in advance will not be hung.

VIII. AUTHORIZED EXHIBITOR REPRESENTATIVES

A. Badges: The exhibit is limited to individuals, business firms and manufacturers who have contracted and paid for space assignments. Each exhibitor shall furnish the Association with the names of its representatives. Exhibitors may register the allotted number of complimentary attendees based on their membership level. The exhibitor and its representatives are required to wear these identification badges throughout the Exhibition. The badges are not transferable, and the Association reserves the right to withdraw the use of the badge used to gain admission to the Exhibition by any person other than the one for whom it was issued.

B. Admittance: The Association reserves the right to refuse to admit and eject from the Exhibit Hall, or from any space there-in, any objectionable or undesirable person or persons; and on the exercise of this authority, the exhibitor, for itself, its employees and to agents, hereby waives any right and all claim for damages against the Association. No one under the age of 16 will be allowed in the Exhibit Hall. No exceptions will be made.

IX. INSTALLATION AND REMOVAL

A. Set-up Times and Hours (subject to change)

Tuesday, October 13, 2026 from 3:00PM to 5:00PM and Wednesday, October 14, 2026 from 9:00AM to 12:00PM. All exhibits must be completely installed by: 12:00PM on Wednesday, October 14, 2026.

B. Anticipated Exhibit Hours (subject to change)

Wednesday, October 14, 2026 from 12:30PM to 3:30PM

All exhibits must remain intact on Wednesday, October 14, 2026, until after the official close of the exhibit hall and exit of attendees. Dismantling may begin at 4:00 pm.

C. Removal Of Exhibits:

Wednesday, October 14, 2026 from 4:00PM to 6:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 6:00PM on Wednesday, October 14, 2026.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time.

X. SOUND AND NOISE PRODUCING DEVICES

A. Sound Systems: When the sound from one booth interferes consistently with the proper conducting of business in another booth, this is a violation. Each exhibitor must have the opportunity to meet and talk with buyers, unimpeded by the excess noise from another exhibitor.

B. The 80/30 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 30 feet from the booth is considered objectionable. If sound levels become excessive or if an exhibitor fails to reduce the sound level, or later turns the volume up, the sound will again be monitored and the exhibitor will be given a second warning. The third time an exhibit is found to be in violation, all electrical power to that booth will be terminated for the remainder of the conference. The exhibitor will also incur the expense of reconnecting the electrical service to the booth.

C. Monitoring Decibel Levels: The Exhibit Manager will utilize professional electronic monitoring equipment, which can objectively monitor sound levels at individual booths. The Exhibit Manager will advise exhibitors to adjust their sound systems to be under the predetermined decibel level. Sound levels on the exhibit floor must not exceed 80 decibels.

D. Cooperation: Remember that the use of sound systems or public address equipment in exhibit booths is an exception to the rule, not a right. Each exhibitor is asked to monitor their own booth site to make sure the sound levels do not infringe upon the rights of neighboring exhibitors.

XI. OPERATION OF DISPLAYS

A. Aisle and Booth Blockage: Exhibitors must cease the distribution of samples of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop such activities that are causing aisle or booth blockage, show management has the authority to stop such activity immediately.

B. Sale or Distribution of Merchandise: Exhibitors may show, discuss, explain and demonstrate items or services but shall not make sales that result in exchange of merchandise or money in the Exhibit Hall. Exhibitors engaging in objectionable methods shall be subject to eviction without refund and the loss of all priority points for the current year.

C. Product and Literature Distribution: All demonstrations or other activities must be confined to the limits of the exhibitor's booth space and are not permitted in the building's public areas. Distribution of trade publications, invitations, circulars, business cards, stickers, novelties, etc, may be made only within the space assigned to the exhibitor distributing such materials. Trade publishers are prohibited from soliciting advertising during the show.

D. Bag Distribution: All bags distributed by exhibitors on the exhibit floor must be no larger than 15x18x3-in. including the handle.

XII. FOOD PREPARATION AND/OR BEVERAGE SAMPLING

A. Sampling of Food Products: All products prepared and/or sampled are subject to the following terms and conditions.

1. Food sampling is permitted only by the manufacturing company or the distributor of the product.
2. Proper hand wash facilities must be provided at each booth (sanitary towelettes or hand sanitizer are acceptable). Tongs, plastic gloves or other appropriate utensils are required in the handling of food products.

XIII. STORAGE AND SHIPPING

A. Storage Behind Booths: Because of fire regulations, NO STORAGE will be allowed behind booths. If any exhibitor has special problems in this area, please advise the official service contractor during set-up.

B. Shipping Instructions: Delivery receipts, waybills and bills of lading are to show weight, number of pieces and classification. Shipping instructions can be found in the attached materials or on the Capital Convention Contractors website. Questions regarding shipping should be directed to the official service contractor - Capital Convention Contractors.

XIV. MISCELLANEOUS

C. Security: Twenty-four-hour security will be provided by the Association throughout the entire Exhibit, including set-up and teardown days at the entrances to the Exhibit Hall and Freight Doors. Any theft is to be reported to show management immediately and a theft report must be completed. Exhibitors must provide adequate insurance in their own insurance policies for theft.

D. Signs: A two-line standard sign is provided complimentary to exhibitors, including booth number and company name. Additional signs may be ordered through the Exhibitor Service Manual.

XV. LIABILITY INSURANCE

It is agreed that the exhibitor shall make no claim of any kind against the Association, operator of the CC premises, AI, MA, its agents or employees, or against any of the Association's agents or employees for any loss, damage, theft or destruction of goods; nor for any injury that may occur to itself or its employees while in the Exhibit Hall; nor for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to its business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Association or its participants, agents or employees in relation to the exhibit or exhibitor, and the exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public, for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of the leased space or exhibit, for negligence or otherwise relating thereto; and exhibitor thereby agrees to indemnify and hold harmless the Association and its agents and employees and the operator of the premises against any and all such claims as may be asserted against it or them.

XVI. EXHIBITOR INSURANCE

Exhibitors must carry Workers' Compensation, comprehensive general liability, including products and completed operations, independent contractors, personal injury and blanket contractual liability. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder, which shall be at the exhibit booth at all times during show hours. It is strongly recommended that exhibitors also carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the Exhibition site.

While the Exhibition provides security guards, this is solely as an accommodation to exhibitors, and the Association assumes no responsibility for any loss, damage or injury to any property of the exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The exhibitor expressly agrees to save and hold harmless the Association, its management, agents and employees from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with exhibitor's use of the exhibit space.

XVII. INDEMNIFICATION BY EXHIBITOR

Neither the Association, the management of the Association nor the operators of the CC premises, Altoona, PA, its agents or employees shall be held liable for injuries to any persons or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to, arise from or be in any way connected with the exhibitor's occupation of display space, or on account of the neglect by exhibitor of any rule, regulations or instruction of the Association; or any rule, regulation or instruction of the premises; or on account of violation of any law, ordinance or governmental regulation of any kind. The exhibitor shall indemnify and hold the Association, the management of the Association and the operators of the premise harmless against all such claims.

XIII. CONFERENCE POSTPONEMENT AND/OR CANCELLATION

The Association, in its discretion, shall have the right to postpone or cancel the conference and exhibit and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond its control.

EXHIBITOR SERVICE MANUAL



**SCHOOL NUTRITION
ASSOCIATION**
OF MASSACHUSETTS

Fall Conference

DCU Center

Worcester, MA

October 14, 2026

CAPITAL
convention contractors

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

877-335-3700



School Nutrition Association of MA Fall Conference
DCU Center
Worcester, MA
October 14, 2026

Dear Exhibitor:

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the upcoming School Nutrition Association of MA Fall Conference. In our commitment to a productive and smooth-running event, we have prepared the Exhibitor Service Manual with all the products and services necessary to plan a successful event.

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

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

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

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

Sincerely,



EVENT QUICK FACTS

BOOTH INFORMATION

Your allotted space is 10' x 10' or 10' x 5'

Each 10' x 10' space includes: 8' high back drape (2) 6' draped table
3' high side drape (2) chairs
Exhibitor ID sign wastebasket

Each 10' x 5' space includes: 8' high back drape (1) 4' draped table
3' high side drape (1) chair
Exhibitor ID sign wastebasket

Show color: Green & Yellow

EXHIBIT HALL CARPET

Exhibit Hall is Not Carpeted.

MATERIAL HANDLING

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: M-F 9:00 am to 4:00 pm

Must arrive between: **September 14, 2026-October 6, 2026**

To: Exhibitor Name & Booth # (if available)
For: School Nutrition Association of MA Fall Conference
c/o Capital Convention Contractors
153 Northboro Road - Suite 6
Southborough, MA 01772

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: **October 13, 2026**

To: Exhibitor Name & Booth # (if available)
For: School Nutrition Association of MA Fall Conference
c/o Capital Convention Contractors
DCU Center
50 Foster St
Worcester, MA 01608

Official Show Carrier: ABF Freight 800-654-7019 or email tradeshow@arcb.com

ADVANCE ORDER DISCOUNT DATE

Capital Equipment and Service Orders received with full payment by **September 29, 2026** enjoy the discounted Advance Price as shown in this Manual. Standard pricing will prevail for all orders received after this date.

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

SHOW SCHEDULE

Exhibitor Set-up: Tuesday October 13 3:00 p.m. – 5:00 p.m.
Wednesday October 14 9:00 a.m. – 12:00 p.m.

Note: All exhibits must be completely installed by 12:00pm on Wednesday, October 14, 2026

Exhibit Hours: 12:30 p.m. – 5:00 p.m. Wednesday, October 14

Exhibitor Dismantle: 4:00 p.m. – 6:00 p.m. Thursday, October 15

Note: All equipment & exhibits must be completely removed by 6:00pm on Wednesday, October 14, 2026

Drivers for all carriers must be checked in at the Capital Exhibitor Service Desk for pickup of freight by: **October 14, 2026 5:00 PM.**

EASY & SECURE ONLINE ORDERING

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

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

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

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

[Click Here to Access Online Ordering](#)

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

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

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



CREDIT CARD AUTHORIZATION FORM

WE ACCEPT: American Express VISA MasterCard Discover

Exhibitor _____ Booth # _____

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Email _____

Phone () _____ Fax() _____

Credit Card Number _____ Expiration _____ CVV* _____
(3 digit MC/Visa 4 digit Amex)

Card Holder Name (please print) _____ Signature _____

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING

CREDIT CARD PAYMENT POLICY

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDITCARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.

THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismant le of exhibits.

DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is not responsible for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.

ALL CHARGES: All charges/costs requested by Exhibitor MUST be PAID IN FULL before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a \$35.00 service fee.

ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.

SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.

COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

THIRD PARTY PAYMENT POLICY

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

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

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

- | | |
|---|--|
| ☐ All Capital Services | ☐ Freight Handling |
| ☐ Furniture/Carpet/Accessories | |
| ☐ Labor | ☐ Other (specify) _____ |

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

Exhibiting Firm

Company Name _____ Booth # _____
Address _____
City/State/Zip Code _____
Phone () _____
Authorized Signature _____ Printed Name _____

Display House 3rd Party

Display House 3rd party _____
Address _____
City/State/Zip Code _____
Phone () _____
Authorized Signature _____ Printed Name _____

ORDER SUMMARY

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

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

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW
 ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS
 Checks must include exhibiting firm name and booth number

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name		Contact Name	Booth No
Phone	Email	Signature	
Send completed form to help@capitalconventions.com or fax to 508.481.1150			

LIABILITY AND INSURANCE BULLETIN

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

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

The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.

14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

DCU CENTER LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

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

MATERIAL HANDLING

Union regulations require that the official material handling contractor off-load all equipment and display materials for ALL trucks, including box rental trucks of any size and all rental vans using the loading dock. The use of fork trucks, pallet jacks and lift gates are permitted by personnel of the official drayage contractor.

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

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

EXHIBIT INSTALLATION AND DISMANTLING

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

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors must use Union labor supplied by Capital Convention Contractors. Supervision by Non-Official is allowed.

The following is required:

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

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

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

TIPPING

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

SAFETY

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

CART LOAD SERVICE ORDER FORM

Advance Order Price Deadline: September 29, 2026

CartLoad Service is available for Personally Owned Vehicles (POV) such as automobiles or vans/mini-vans only.

Exhibitors who would like assistance with the unloading and re-loading of their show materials at the loading dock may order Cart Load Service through Capital at the rates listed below:

Load Description	Advance Rate	Floor Rate	Total
Up to ten (10) CARTONS/ITEMS	\$139.00	\$168.00	
Over ten (10) CARTONS/ITEMS	\$172.00	\$210.00	

Cart Load Service Guidelines

- Cart Load Service is only available during designated Exhibitor Move-in and Move-out hours.
- For ALL loaded trailers towed by a car or van and ALL loaded straight trucks a minimum labor charge of two (2) men for one (1) hour will apply. Please refer to our Advanced Labor Order Form to place orders for this service.
- Cart Load service pricing includes both load-in and load-out.
- Cart Load service is provided on a first-come, first serve basis for non-skidded and non-pallet items unloaded from and loaded into non-commercial vehicles.
- Cart Load service is for loose items only, NO MACHINERY.
- Cart Load service is provided from the loading dock to the exhibit booth only.

Cart loaders are not available to assist with booth set-up or booth tear down, please order labor separately.



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

Cart Load Service orders are a prepaid service.

Cancellation requires a written 24-hour notice for a refund.

This is a round trip service. No refunds will be provided should the exhibitor decide not to use the full service.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name	Contact Name	Booth No
Phone	Email	Signature
Send completed form to help@capitalconventions.com or fax to 508.481.1150		

US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

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

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

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

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

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

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

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.

TABLE/DRAPE ORDER FORM

Advance Order Price Dead Line: September 29, 2026

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' - 30" HIGH	\$134.00 \$158.00	\$167.00	
		6' X 2' - 30" HIGH	\$171.00	\$197.00	
		8' X 2' - 30" HIGH	\$158.00	\$213.00	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' - 40" HIGH	\$183.00	\$197.00	
		6' X 2' - 40" HIGH	\$208.00	\$228.00	
		8' X 2' - 40" HIGH	\$74.00	\$260.00	
TABLES-UNDRAPE		4' X 2' - 30" HIGH	\$92.00	\$92.00	
		6' X 2' - 30" HIGH	\$104.00	\$116.00	
		8' X 2' - 30" HIGH	\$85.00	\$129.00	
COUNTER HEIGHT TABLES-UNDRAPE		4' X 2' - 40" HIGH	\$97.00	\$105.00	
		6' X 2' - 40" HIGH	\$110.00 \$122.00	\$122.00	
		8' X 2' - 40" HIGH	\$134.00	\$137.00	
TABLES-COCKTAIL FINISHED TOP		30" ROUND - 30" HIGH	\$80.00	\$152.00	
		30" ROUND - 40" HIGH	\$86.00	\$168.00	
SPANDEX COVER FOR COCKTAIL TABLE - Black, White, or Blue Only		30" ROUND - 30" or 40"	\$98.00	\$101.00	
TABLE RISERS		4' X 10" HIGH	\$80.00	\$108.00	
		6' X 10" HIGH	\$80.00	\$123.00	
TABLES-4 TH SIDE DRAPE		6' OR 8' TABLE	\$14.00	\$100.00	
		6' OR 8' COUNTER	\$10.00	\$100.00	
		8' HIGH PER LINEAR FT		\$19.00	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		3' HIGH PER LINEAR FT		\$12.00	

IF YOU DO NOT INDICATE COLOR CHOICE - SHOW COLOR WILL BE PROVIDED

CIRCLE COLOR CHOICE: ROYAL BLUE SILVER BURGUNDY HUNTER GREEN
 WHITE RED BLACK

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

- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

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

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name	Contact Name	Booth No
Phone	Email	Signature

Send completed form to help@capitalconventions.com or fax to 508.481.1150

BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: September 29, 2026

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		UPHOLSTERED BAR STOOL	\$107.00	\$134.00	
		PADDED ARM CHAIR	\$85.00	\$108.00	
		PADDED SIDE CHAIR	\$67.00	\$84.00	
		FOLDING CHAIR	\$23.00	\$29.00	
ACCESSORIES		6' DISPLAY CASE W/SHELVES	\$460.00	\$576.00	
		STANDARD COUNTER 41.5"W X 21.75"D X 42"H	\$245.00	\$308.00	
		4' X 8' DISPLAY BOARD	\$190.00	\$238.00	
		LITERATURE RACK	\$104.00	\$130.00	
		CHROME 22" x 28" SIGN HOLDER	\$84.00	\$105.00	
		BAG RACK	\$92.00	\$116.00	
		GARMENT RACK	\$92.00	\$116.00	
		TRIPOD EASEL	\$43.00	\$54.00	
		RAFFLE DRUM	\$86.00	\$108.00	
		7 GALLON WASTEBASKET	\$22.00	\$28.00	
		8' ALUMINUM BACK POST W/BASE	\$37.00	\$47.00	
		6'-10' ADJUSTABLE CROSS BAR	\$25.00	\$31.00	

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

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

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

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Company Name	Contact Name	Booth No
Phone	Email	Signature
Send completed form to help@capitalconventions.com or fax to 508.481.1150		

Chairs



Upholstered Bar Stool



Padded Arm Chair



Padded Side Chair



Folding Chair

Draped Tables



30" High draped table



40" High draped table



30" High cocktail table



40" High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

Accessories



Display Case



Standard Counter



Display Board



Literature Racks



Chrome SignHolder



Bag Rack



Garment Rack



Tripod Easel



Raffle Drum

Please Note:

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: September 29, 2026

Custom carpet is required for booths longer than 30' or booths configured as an island or Peninsula.
 All prices include: delivery, installation, carpet tape and removal.

CIRCLE COLOR CHOICE: BLUE GREY RED FOREST GREEN BLACK

BLUEJAY TUXEDO (If no color is chosen, Tuxedo will be delivered automatically)

STANDARD CARPET

PADDING & VISQUEEN

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	9 x 10	\$199.00	\$249.00	
	9 x 20	\$398.00	\$498.00	
	9 x 30	\$596.00	\$744.00	

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

SQ FT	DESCRIPTION	Advance Price	Floor Price	Amount
	Padding 1/2"	\$2.50	\$3.50	
	Visqueen	\$2.50	\$3.50	

CUSTOM CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$5.00 sq. ft. = _____

Floor Price: Booth size _____ (100 sq. ft. min) x \$6.00 sq. ft. = _____

PRESTIGE CARPET

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

Advance Price: Booth size _____ (100 sq. ft. min) x \$8.00 sq. ft. = _____

Please call Exhibitor Services for Prestige Carpet Color Choices

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

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- ❖ There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.

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

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name		Contact Name	Booth No
Phone	Email	Signature	
Send completed form to help@capitalconventions.com or fax to 508.481.1150			

GONDOLA ORDER FORM

Advance Order Price Deadline: September 29, 2026

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	SINGLE SIDED GONDOLA	\$129.00	\$162.00	
	DOUBLE SIDED GONDOLA	\$166.00	\$208.00	
	SHELVES	\$16.00	\$20.00	

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

SINGLE SIDED GONDOLA FIXTURE



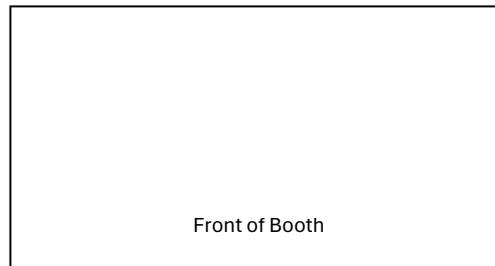
Dimensions: 4' wide x 6' high x 16" base

DOUBLE SIDED GONDOLA FIXTURE



Dimensions: 4' wide x 6' high x 32" base

Please indicate below where you would like your gondola(s) set up in your booth:



Front of Booth

NOTE: Peg hooks are not supplied. Please plan accordingly.

- ❖ ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.
- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- ❖ There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name		Contact Name	Booth No
Phone	Email	Signature	
Send completed form to help@capitalconventions.com or fax to 508.481.1150			

SIGN ORDER FORM

Sign Order Deadline: September 29, 2026

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

CUSTOM SIGNS

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

QTY	SIZE	Advance Price	Floor Price	Amount
	14" x 22"			
	22" x 28"	\$53.00	\$79.00	
	28" x 44"	\$92.00	\$139.00	
		\$117.00	\$176.00	

ADDITIONAL SIGN OPTIONS

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

QTY	DESCRIPTION	Advance Price	Floor Price	Amount
	Logo			
	Over 10 words	\$153.00	\$191.00	
	Cardboard Easel Back	\$2.00	\$3.00	
	Directional Arrow	\$6.00	\$9.00	
		\$7.00	\$10.00	

BANNERS

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

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
_____	_____ X _____	= _____ X _____	\$20.00 per sq. ft.	\$34.00 per sq. ft.	\$ _____

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

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name		Contact Name	Booth No
Phone	Email	Signature	
Send completed form to help@capitalconventions.com or fax to 508.481.1150			

Graphic Setup & File Upload Information



File Formats Accepted

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



File Setup Information

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

Large Format File Saving Information

Illustrator/InDesign (vector)



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



Photoshop (raster)

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



Uploading Information

Capital Account Executive to share
Dropbox folder

Other Methods

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

LABOR ORDER FORM

DEADLINE ORDER DATE: September 29, 2026

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.

RATES:

- ☒ **Straight Time:** \$ 118.00 per man-hour - 8:00a.m.to4:30p.m.MondaythroughFriday.Onehourminimum.
☒ **Overtime:** \$ 177.00 per man-hour - before8:00a.m.andafter4:30p.m.,andallhoursonSaturday,Sunday and observed holidays, where applicable. One hour minimum.

CALCULATE ESTIMATED LABOR

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

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

ORDERS PLACED AFTER September 29, 2026 WILL BE CHARGED AN ADDITIONAL 30%

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

EXHIBITOR SUPERVISION

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

Company Representative: _____ Phone: _____

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is 50% of the exhibitor's total labor bill, with

a minimum of \$45.00 on installation and \$45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. Please see the next page for outbound shipping instructions.

Set Up Information Required:

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

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

ADDITIONAL OPTIONS

- ☐ Steel banding at \$2.00 per linear foot, including labor. \$54.00 MINIMUM (include on Order Summary page)
☐ Shrink wrap at \$38.00 per skid _____ # x \$38.00 = _____ (include on Order Summary page)

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name	Contact Name	Booth No
Phone	Email	Signature
Send completed form to help@capitalconventions.com or fax to 508.481.1150		

LABOR ORDER FORM (CONTINUATION)

Only Exhibitors hiring Capital to dismantle their booth should complete this form.

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

At the close of the show, exhibitor freight will be shipped to the following address:

If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: _____ Booth #: _____

Address: _____

City/State/Zip: _____

Attention: _____

SELECT SHIPPING METHOD

Exhibitor Carrier Choice: _____

☐ Official Show Carrier: ABF _____

*Must arrive by: _____

PLEASE NOTE: If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show. Shipping costs are not included and are the responsibility of the exhibitor. Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital's discretion.

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) _____ Print Name: _____

Freight Charges Billed to:

Company Name: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name	Contact Name	Booth No
Phone	Email	Signature
Send completed form to help@capitalconventions.com or fax to 508.481.1150		

EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

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

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

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

Exceptions are:

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

Official Service Contractors are appointed to:

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

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

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

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

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by September 14, 2026 to Capital.

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: _____

Date: _____

Booth # _____

Name of Service Contractor _____

Contractor Street Address _____

City/State _____

Zip Code _____

Contractor Phone () _____ Fax () _____

Email address _____

MATERIAL HANDLING DEFINITIONS

What is Additional 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/unloading, 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 Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

What is a Cartage Company?

Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is The Difference Between Crated and Uncrated Shipments?

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

What are Stacked Shipments?

Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

What is Ground Loading/Unloading?

Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

What are Mixed Shipments?

Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

What is Constricted Space Loading/Unloading?

Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?

Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

What is Alternate Delivery Location?

Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Multiple Shipments?

Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

What does it Mean if I Have "No Documentation"?

Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

What about Carpet/Pad Only Shipments?

Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Please use enclosed freight labels

Receiving hours: **WED 9:00 am to 4:00 pm**

Must arrive between: **September 14, 2026 - October 6, 2026**

To: ExhibitorName/ Booth#

For: School Nutrition Association of MA Fall Conference

c/o Capital Convention Contractors

153 Northboro Road - Suite 6

Southborough, MA 01772

DIRECT SHIPMENTS

Please use enclosed freight labels

Received only during exhibitor move-in hours

Only on: **October 13, 2026**

To: ExhibitorName/ Booth#

For: School Nutrition Association of MA Fall Conference

Capital Convention Contractors

c/o DCU Center

50 Foster St

Worcester, MA 01608

*****PLEASE READ THE LIABILITY AND INSURANCE BULLETIN INCLUDED IN THIS MANUAL*****

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide Pro Number)	EST. DATE OF ARRIVAL	EST. COST (Of Material Handling) (200lb. min. per shipment)
ADVANCE SHIPMENTS Warehouse						
DIRECT SHIPMENTS Showsite/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? _____

Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME _____ PHONE # () _____

OUTBOUND SHIPPING INFORMATION

- OUTBOUND CAPITAL BILLS OF LADING must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!
- A credit card is required for material handling services. Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.
- Drivers MUST check in at the loading dock by 5:00 PM on October 14, 2026 or the shipment will be re-routed to the show carrier.
- Return to Warehouse Fee: Shipments returned to Capital's warehouse will be assessed an \$11.00 per cwt or a \$80.00 minimum charge, whichever is greater.

CHECK appropriate arrangements:

Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.

Freight arrangements will be handled by exhibitor. NAME OF CARRIER: _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.

Company Name	Contact Name	Booth No
Phone	Email	Signature
Send completed form to help@capitalconventions.com or fax to 508.481.1150		

MATERIAL HANDLING RATE SCHEDULE

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.
- Additional 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/unloading, 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 Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & 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 25 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: Shipments arriving after October 6, 2026.
- Early Shipments to Warehouse: Any shipment arriving prior to September 14, 2026.
- Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of \$11.00 per cwt or \$80.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.
- Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.

- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.

- Your shipment is moved into or out of showsite on overtime due to scheduling beyond Capital's control

Rate Classifications:	Price Per CWT	200 lb. minimum
■ Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: October 6, 2026		
Crated/Skidded		\$ 220.00
Additional Handling	\$ 138.00	\$ 276.00
Crated Overtime Inbound/Outbound*	\$ 38.50	\$ 77.00
Additional Handling Overtime Inbound/Outbound*	\$ 48.30	\$ 96.60
<i>**Uncrated shipments will NOT be accepted at the Advance Warehouse.</i>		
■ Additional Surcharges		
Early/Late Shipments to Warehouse Crated*	\$ 38.50	\$ 77.00
Early/Late Shipments to Warehouse Additional Handling*	\$ 48.30	\$ 96.60
■ Direct Shipments to Show Site (200 lb minimum) - Direct Freight Acceptance: October 13, 2026		
Crated/Skidded	\$ 108.00	\$ 216.00
Additional Handling	\$ 135.00	\$ 270.00
Uncrated	\$ 146.00	\$ 292.00
Crated Overtime Inbound/Outbound*	\$ 37.80	\$ 75.60
Additional Handling Overtime Inbound/Outbound*	\$ 47.25	\$ 94.50
Uncrated Overtime Inbound/Outbound*	\$ 51.10	\$ 102.20
■ Additional Surcharges		
Off-Target Fee Crated*	\$ 37.80	\$ 75.60
Off-Target Fee Additional Handling*	\$ 47.25	\$ 94.50
Off-Target Fee Uncrated*	\$ 51.10	\$ 102.20
Shipments Returned to Warehouse* (Not available for all events)	\$ 11.00 per cwt	\$ 80.00 minimum
■ Small Packages (direct shipments only, 25 lbs. or less combined, received on the same day, same shipper, same carrier).	First Piece	Additional Pieces
<i>*In addition to above charges.</i>	\$ 38.00	\$ 25.00

Sub-Total: \$ _____

Total: \$ _____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH COMPLETED ORDER SHEET. The Undersigned has read and understands the Liability & Insurance Bulletin included in this packet and as stated within this Exhibitor Service Manual.		
Company Name	Contact Name	Booth No
Phone	Email	Signature
Send completed form to help@capitalconventions.com or fax to 508.481.1150		

MATERIAL HANDLING POLICY

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

*Overtime is:

- Monday through Friday before 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

INBOUND SHIPMENT(S)

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

Capital recommends hiring security services from the facility or Show Management. **NOTE: Capital does NOT accept any ADVANCE Materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please CALL us with any questions.**

OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$.30 (USD) per pound per article with a maximum liability of \$50.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital by an exhibitor or by any shipper on behalf

of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: October 14, 2026 5:00 PM.

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, 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 shipper) of the terms and conditions set forth in this bulletin.

Use these labels only if shipping in advance
to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital Convention
Contractors**
153Northboro Road-Suite6
Southborough, MA01772

Show: School Nutrition Association of MA
Fall Conference

Booth# _____

Carrier _____

Piece # ____ of ____

**LATE TO WAREHOUSE CHARGES
APPLY AFTER:
October 6, 2026**

Use these labels only if shipping in advance
to warehouse

From: _____
Exhibiting Company/Organization

To: **Capital Convention
Contractors**
153Northboro Road-Suite6
Southborough, MA01772

Show: School Nutrition Association of MA
Fall Conference

Booth# _____

Carrier _____

Piece # ____ of ____

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Southborough, MA01772

Show: School Nutrition Association of MA
Fall Conference

Booth# _____

Carrier _____

Piece # ____ of ____

**LATE TO WAREHOUSE CHARGES
APPLY AFTER:
October 6, 2026**



Use these labels only if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital Convention
Contractors**

c/o DCUCenter
50FosterSt
Worcester, MA 01608

Show: School Nutrition Association of MA
Fall Conference

Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATE:
October 13, 2026 ONLY

Use these labels only if shipping
Direct to Show Site

From: _____
Exhibiting Company/Organization

To: **Capital Convention
Contractors**

c/o DCUCenter
50FosterSt
Worcester, MA 01608

Show: School Nutrition Association of MA
Fall Conference

Booth# _____

Carrier _____

Piece # ____ of ____

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c/o DCUCenter
50FosterSt
Worcester, MA 01608

Show: School Nutrition Association of MA
Fall Conference

Booth# _____

Carrier _____

Piece # ____ of ____

DELIVERY DATE:
October 13, 2026 ONLY

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, 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 shipper) of the terms and

MOVE OUT GUIDE – Page 1

Please review both pages of this Move Out Guide to answer any questions you may have about the breakdown at the end of the show. Dismantling may NOT take place prior to the close of the show.

PAYMENT

All accounts must be paid prior to move out. If you have not provided us with the credit card authorization form, please do so prior to the conclusion of the event. There is no billing of services.

RETURNING OF EMPTY CONTAINERS

Proceeding at the close of the show, we will begin the process of returning your empty containers to your booth for those exhibitors who have stored them with us. This process may take up to an hour depending on the number of exhibitors. *Please keep all aisles clear to enable us to complete this process in an expeditious manner.*

OUTBOUND SHIPMENT OPTIONS (3)

1-All exhibitors planning to ship-out freight using Capital Convention's show carrier ABF must:

1. Visit the Capital Conventions Exhibitor Service Desk to obtain a Bill of Lading and shipping labels.
2. The Bill of Lading must be completed (all grey shaded sections are required).
3. Once all your freight items are packed, taped and properly labeled, please bring the completed Bill of Lading to the Capital Conventions Service Desk. DO NOT leave the Bill of Lading at your booth.
4. Please leave all freight at your booth – see the note below for small/valuable items.

2-All exhibitors planning to ship-out freight using an alternative carrier must:

1. Contact your shipper prior to the close of show to arrange for a pick-up. The shipper must check in with Capital Conventions by: **October 14, 2026 5:00 PM.**
2. Visit the Capital Conventions Service Desk to obtain a Bill of Lading.
3. The Bill of Lading must be fully completed (all grey shaded sections are required).
4. Once all your freight items are packed, taped and properly labeled, please bring the completed Bill of Lading back to the Capital Conventions Service Desk. DO NOT leave the Bill of Lading at your booth.
5. Please leave all freight at your booth – see the note below for small/valuable items.

continued

MOVE OUT GUIDE – Page 2

3-Exhibitors using UPS or FedEx for outbound shipping must:

1. Contact UPS or FedEx prior to the close of show to arrange for a pick-up. The shipper must check in with Capital Conventions by: **October 14, 2026 5:00 PM**. Note that FedEx Ground pickups CANNOT be called in the same day as the pickup. You must call the day prior to schedule the pickup.
2. Exhibitors must supply their own prepaid FedEx or UPS labels.
3. Visit the Capital Conventions Service Desk to obtain a Bill of Lading.
4. The Bill of Lading must be fully completed (all grey shaded sections are required).
5. Once all your freight items are packed, taped and properly labeled, please bring the completed Bill of Lading back to the Capital Conventions Service Desk. DO NOT leave the Bill of Lading at your booth.
6. Please leave all freight at your booth – see the note below for small/valuable items.

Please Note: If your carrier fails to show up for your shipment, Capital will either re-route your shipments via ABF or bring your shipments back to our warehouse. Return to warehouse charges will apply.

REMEMBER: Small and/or valuable items should not be left unattended during the often hectic move out process. Please be sure to remove or secure these items! If you are concerned about leaving small items in your booth, please bring them to the Capital Service desk at Move-Out.

Thank you!

Official Transportation Provider

via the ABF Freight network

Let ArcBest® make your next trade show the easiest you have attended!

We have over 100 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

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

For personalized quotes, please call

800.654.7019

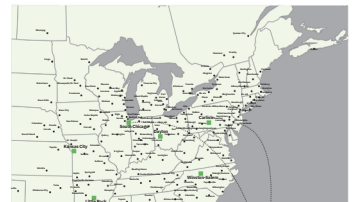
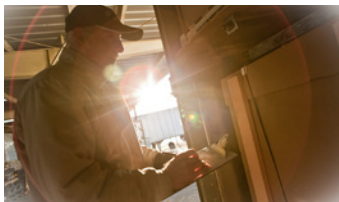
Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



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

ArcBest®



REQUEST FOR INFORMATION

ArcBest® Trade Show Shipping

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

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

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

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

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

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

ArcBest • Trade Show Shipping • P.O. Box 10048 • Fort Smith, AR 72917-0048

SUBMIT

800-654-7019



DCU CENTER LINK FOR ONLINE ORDERING

Please follow the link below to access the DCU Center online ordering system, where you can order such items as:

- Electrical
- Internet/Telephone
- Water
- Compressed Air
- Cleaning

<https://www.dcucenter.com/event-planning/exhibitor-services1/>



For assistance with ordering any of these items, please contact the DCU Center at (508) 755-6800.