

EXHIBITOR'S SERVICE KIT**

**NEW ENGLAND POWERSPORT EXPO 2009
EASTERN STATES EXPOSITION
WEST SPRINGFIELD, MA**

OCTOBER 17 & 18, 2009

**Set-up October 16, 2009
10:00 AM - 9:00 PM**

***All booths come with a select number of skirted tables & chairs based on your BOOTH SIZE. Please see the EXHIBITOR INFORMATION for number of tables/chairs for your booth.*

This service kit is for exhibitors who are looking for additional furniture and/or carpet for their booths.

**AMERICAN CONVENTION SERVICE, INC.
50 TURNBULL STREET
SPRINGFIELD, MASSACHUSETTS 01104**

**PHONE: 413-739-6811 or 800-932-6811
FAX: 413-739-2869**

American Convention Service
50 Turnbull Street
Springfield, Massachusetts 01104

Dear Exhibitor:

American Convention Service, Inc. is please to have been selected by show management to serve as your official service contractor for:

NEW ENGLAND POWERSPORT EXPO 2009
October 17 & 18, 2009

To assist in planning we have include the attached service forms. Your prompt response will guarantee you delivery and colors ordered.

Please place your order before: **SEPTEMBER 30, 2009**

Orders with payment will be processed at the standard prices listed on the attached order forms.

Please fax or mail your order with payment by the above date. No phone orders.

Cancellation: All orders can be canceled two business days before events delivery date. All other cancellations will be charged 100% of the original price. Please add 5% sales tax or the standard tax for the state in which the event is taking place.

If you require any further assistance, please do not hesitate to call our office. We look forward to fulfilling your rental needs.

Thank you,
Laurie Bourke
Office Manager

Phone: 800-932-6811 413-739-6811 Fax: 413-739-2869

American Convention Service, Inc.
50 Turnbull Street
Springfield, Massachusetts 01104

No Phone Orders Please _____

DISPLAY TABLES

UNDRAPED 30" HIGH

___ 24" X 48" @ 20.50
___ 24" X 72" @ 29.75
___ 24" X 96" @ 34.25

COVERED WITH VINYL AND SKIRTED

___ 24" X 48" @ 47.75
___ 24" X 72" @ 59.90
___ 24" X 96" @ 65.75

UNDRAPED 40" HIGH

___ 24" X 48" @ 26.50
___ 24" X 72" @ 35.75
___ 24" X 96" @ 40.25

COVERED WITH VINYL AND SKIRTED

___ 24" X 48" @ 61.50
___ 24" X 72" @ 72.75
___ 24" X 96" @ 89.50

TABLE RISERS

___ 72" RISER @ 32.75

RISERS ARE 8" HIGH X 12" WIDE

___ 96" RISER @ 39.90

SKIRTING ON YOUR TABLE

___ 30" HIGH SKIRT @ 32.50

___ 40" HIGH SKIRT @ 43.60

SKIRTING COLORS

RED WHITE BLUE GREEN GOLD BURGUNDY TEAL BLACK

EVENT: **NEW ENGLAND POWERSPORT EXPO 2009**

BOOTH #: _____

COMPANY: _____

ORDERED BY: _____

ADDRESS: _____ CITY: _____ STATE: _____

PHONE: _____ FAX: _____

PHONE: 800-932-6811 413-739-6811 FAX: 413-739-2869

American Convention Service, Inc.
50 Turnbull Street
Springfield, Massachusetts 01104

No Phone Orders Please _____

FURNITURE

___	FOLDING CHAIRS @ 9.00 =	___	30" ARMED CHAIR @ 26.00	___
___	WASTE BASKET @ 7.50 =	___	TRIPOD EASELS @ 17.75	___
___	6' GLASS CASE @ 155.00 =	___	BALLOT BOX @ 14.50	___
___	STANCHIONS @ 14.50 =	___	8' RED CORD @ 11.25	___
___	4' X 6' PEGBOARD @ 49.75 =	___	4' X 7' HARDWALL @ 49.75	___
___	PINUP LIGHT 75w @ 16.50	___	EXTENSION CORD @ 12.00	___

SPECIAL DRAPING

___ FT.	8' HIGH DRAPES @ \$8.00 PER LINER FOOT =	___
___ FT.	6' HIGH DRAPE @ \$6.00 PER LINER FOOT =	___
___ FT.	3' HIGH DRAPE @ \$3.00 PER LINER FOOT =	___

RED WHITE BLUE GREEN GOLD BURGUNDY TEAL BLACK

EVENT: **NEW ENGLAND POWERSPORT EXPO 2009** BOOTH #: _____

COMPANY: _____ ORDERED BY: _____

ADDRESS: _____ CITY: _____ STATE: _____

PHONE: _____ FAX: _____

PHONE: 800-932-6811 413-739-6811 FAX: 413-739-2869

American Convention Service, Inc.
50 Turnbull Street
Springfield, MA 01104

_____ No Phone Orders Please _____

**NEW ENGLAND POWERSPORT EXPO 2009
EASTERN STATES EXPOSITION
WEST SPRINGFIELD, MA 01089**

Please total your order forms, add 5% sales tax and return completed order forms and payment sheet by fax or mail, no phone orders please.

_____ Sub Total
_____ 5% Sale Tax
_____ Total Payment

_____ Check or Credit Card _____

If you are paying by credit card please complete the following:

MASTER CHARGE VISA AMERICAN EXPRESS

Account Number:

Expiration Date: __ __ - __ __

EVENT: _____ BOOTH #: _____

COMPANY: _____ ORDERED BY: _____

ADDRESS: _____ CITY: _____ STATE: _____

PHONE: _____ FAX: _____

PHONE: 800-932-6811 413-739-6811 FAX: 413-739-2869

American Convention Service, Inc.
50 Turnbull Street
Springfield, MA 01104

No Phone Orders Please _____

BOOTH CARPET

_____ 9' x 10' Booth Carpet @ 65.00 = \$ _____
_____ 9' x 20' Booth Carpet @ 135.00 = \$ _____
_____ 9' x 20' Booth Carpet @ 195.00 = \$ _____

Special Cut Carpet

_____ x _____ = number of square feet @ 1.25 per square foot = \$ _____

Circle Carpet Color

Gray Burgundy

Total all items: _____

See Payment Sheet

EVENT: NEW ENGLAND POWERSPORT EXPO 2009 BOOTH #: _____

COMPANY: _____ ORDERED BY: _____

ADDRESS: _____ CITY: _____ STATE: _____

PHONE: _____ FAX: _____

PHONE: 800-932-6811 413-739-6811 FAX: 413-739-2869

West Springfield Fire Department 44 Van Deene Avenue
West Springfield, MA 01089-3214 (413) 732-2650.

FIRE PREVENTION REGULATIONS
EXHIBITION HALLS

1. NO SMOKING ALLOWED IN BUILDINGS.
2. ALL FABRICS USED AS BACK' DROPS AND /OR TABLE COVERINGS MUST BE FLAME RETARDANT * USE OF SPRAY FLAME RETARDANTS IS ACCEPTABLE * WHEN PERMITTED, TREES AND VEGETATION SHALL BE LIVE, BALLED AND KEPT WATERED.
3. BURLAP MATERIAL IS NOT ALLOWED AS BACK DROP OR TABLE COVERING.
4. BARK MULCH AND CORN STALKS ARE NOT ALLOWED FOR DISPLAY (SEE EXCEPTION). *
5. FLAMMABLE LIQUIDS AND GASES (PROPANE CYLINDERS) ARE NOT ALLOWED IN THE BUILDINGS. NON-FLAMMABLE GAS CYLINDERS, LIKE HELIUM, SHALL BE SUPPORTED BY METAL STANDS.
6. DEVICES UTILIZING OPEN FLAME (S) ARE NOT ALLOWED.
7. BATTERIES ON ALL VEHICLES MUST BE DISCONNECTED.
8. VEHICLE FUEL TANKS SHALL HAVE ONLY THE MINIMUM AMOUNT OF FUEL NECESSARY.

FUEL FILLER CAPS MUST BE LOCKED OR SECURED WITH TAPE TO PREVENT THE PUBLIC FROM REMOVING THEM.

VEHICLE ENGINES SHALL NOT BE STARTED AND RUN AT ANY TIME WHILE THE BUILDING IS OPEN TO THE PUBLIC.

11. ALL EXITS SHALL REMAIN FREE AND CLEAR AT ALL TIMES.

12. ALL FIRE LANES SHALL REMAIN FREE AND CLEAR AT ALL TIMES.

ALL FIRE ALARM PULL STATIONS AND ANY OTHER FIRE PROTECTION EQUIPMENT SHALL BE FREE AND CLEAR 'OF OBSTRUCTIONS AND READILY VISIBLE.

ALL AISLES SHALL BE A MINIMUM 10 FEET IN WIDTH AND SHALL REMAIN FREE AND CLEAR AT ALL TIMES.

15. ALL FIRE EXTINGUISHERS SHALL BE ACCESSIBLE AT ALL TIMES.

NO SIGNS, DECORATIONS OR PRODUCTS SHALL BE ATTACHED TO ANY PART OF ANY SPRINKLER SYSTEM.

* Exception: Home Shows and Garden Shows where Bark Mulch is an integral part of Vendor Business (Landscape Contractors, Garden Center Distributors) and display is readily identifiable as Landscape or Garden Center exhibit. Bark Mulch shall be contained behind masonry or other non-combustible retaining wall. Bark Mulch shall be no more than three inches in depth. It shall be sprayed with water daily, before the show opens and after the show' closes. Bark Mulch shall be kept damp at all times.