

EXHIBITOR'S SERVICE KIT**

**NEW ENGLAND POWERSPORT EXPO 2010
EASTERN STATES EXPOSITION
WEST SPRINGFIELD, MA**

OCTOBER 16 & 17, 2010

**Set-up October 15, 2010
10:00 AM - 8:00 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

amconserv@hotmail.com

www.americanconventionservice.net



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 2010
October 16 & 17, 2010

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 on or before: **October 1, 2010**

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.

DISPLAY TABLES

TABLE RISERS

RISERS ARE 8" HIGH X 12" WIDE

___ 72" RISER @ 32.75

___ 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

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 ___

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



Mail payment to:

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

_____ No Phone Orders Please _____

**NEW ENGLAND POWERSPORT EXPO 2010
EASTERN STATES EXPOSITION
WEST SPRINGFIELD, MA 01089**

Please total your order forms, add 6.25% sales tax and return completed order forms and payment sheet by fax or mail, no phone orders please.

_____ Sub Total
_____ 6.25% Sale Tax
_____ Total Payment

___ Check or Credit Card ___

If you are paying by credit card please complete the following: **US FUNDS ONLY**

MASTER CHARGE VISA AMERICAN EXPRESS

Account Number: _____ Expiration Date: _____

EVENT: **NEW ENGLAND POWERSPORT EXPO 2010** BOOTH #: _____

COMPANY: _____ ORDERED BY: _____

ADDRESS: _____ CITY: _____ STATE: _____

PHONE: _____ FAX: _____

EMAIL: _____



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 *IOR* 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.
9. FUEL FILLER CAPS MUST BE LOCKED OR SECURED WITH TAPE TO PREVENT THE PUBLIC FROM REMOVING THEM.
10. 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.
13. ALL FIRE ALARM PULL STATIONS AND ANY OTHER FIRE PROTECTION EQUIPMENT SHALL BE FREE AND CLEAR OF OBSTRUCTIONS AND READILY VISIBLE.
14. 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.
16. 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.