



Connecticut Convention Center Services and Forms

EXHIBITORS MANUAL



65th Annual Connecticut Home & Remodeling Show

March 16-18, 2012
CT Convention Center

Produced by:

The Home Builders Association of
Hartford County Inc. since 1948.

SECTION TWO



Exhibitor Rules and Regulations

The following regulations will be enforced during events held at the Connecticut Convention Center. Any labor or material costs incurred by the Connecticut Convention Center for violation of these regulations will be billed to Show Management or to the appropriate party.

Building Work Rules

- Exhibitors may load/unload uncrated materials from personal vehicles not exceeding 14-feet in length (bumper-to-bumper).
- Exhibitors may use up to three (3) of their own employees to move-in, unpack, erect, assemble, dismantle, repack, move-out and reload their own exhibits and displays. In the event more than three (3) employees are needed for the purposes stated above, the requisite labor necessary to complete the aforementioned duties, in addition to those employees up to a maximum of three (3) provided by the Exhibitor, must be arranged by the General Services Contractor.
- The use by Exhibitors of mechanized or hydraulic material moving equipment such as pallet jacks, rider jacks, forklifts and scissors-lifts is prohibited. In the event the use of such equipment is required by an Exhibitor, the services of a forklift operator must be arranged by the General Services Contractor.
- The use by Exhibitors of non-mechanized and non-hydraulic material moving equipment such as carts, dollies, luggage carriers and hand-trucks is permitted. The Connecticut Convention Center does not provide this equipment to Exhibitors.
- The use by Exhibitors of hand-held power tools and step-ladders to erect and dismantle their exhibits and displays is permitted, subject to the safety policies and regulations of the Connecticut Convention Center.

General Exhibitor Rules and Regulations

1. All Exhibitors are subject to the Fire Marshal Regulations of the State of Connecticut.
2. Exhibitors may only access the loading dock during the move-in/move-out hours designated by Show Management. No Exhibitor or Vendor will be allowed access to the loading dock prior to the official start time for load in and end time of the event for load out.
3. Exhibitors will have up to 20 minutes to load/unload vehicles and are then required to immediately remove their vehicles from the loading dock area. All vehicles entering or exiting the loading dock are subject to inspection. All vehicles entering and exiting the loading dock areas agree to follow the direction of the logistics coordination on the loading dock.
4. There is no event or overnight parking permitted on the loading dock. Unauthorized vehicles will be towed at the vehicle owner's expense.
5. Exhibitors may only access the loading dock during designated move-in and move-out times. Access to these areas at any other time is prohibited.
6. Exhibitors must have their event credentials visible at all times. Exhibitors without their badges or show identification will not be permitted on the show floor.
7. All freight and exhibit materials must be moved in and out through overhead doors. Use of pedestrian doors for this purpose is strictly prohibited.

General Exhibitor Rules and Regulations (Continued)

8. When moving crates or pallets into a carpeted area, plastic or a protective floor covering must be used to cover the carpet. When moving vehicles onto a carpeted area, plastic or plywood must be used to cover the entire route over the carpet. Vehicle wheels must be non-marking or tape must be placed over the black wheels. NO BLACK WHEELS are permitted in carpeted areas.
9. All signage, displays, etc. must be hung from structural steel ONLY by the Convention Center's contracted labor or the show's approved General Services Contractor. Hanging these items from any other surface or fixture is strictly prohibited. Items found hanging on these prohibited structures will be removed at owner's expense.
10. The fire extinguisher boxes located on each of the Exhibit Hall support columns MUST remain fully accessible at all times.
11. Adhesive backed (stick-on) decals, advertisements, or similar items may not be distributed or used at the Convention Center.
12. Holes may not be drilled, cored or punched in any surface of the Convention Center facility.
13. Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces, or columns of the Convention Center.
14. The use of staples to apply skirting to Convention Center tables is strictly prohibited.
15. Helium inflatables such as balloons are not permitted at the Convention Center.
16. Popcorn and popcorn making machines are not permitted at the Convention Center.
17. Exhibitors, Show Management or their Contract Representatives must remove all carpet or floor marking tape immediately following the event.
18. Passenger elevators and escalators may not be used for transporting freight from level to level.
19. Golf carts, forklifts, or any other motorized vehicles are not permitted in carpeted areas or lobbies without prior written approval from Convention Center Management.
20. Food and beverage may only be distributed in 2 oz. sample sizes by an Event Sponsoring Organization or by its exhibitors, and even then only with prior written approval from Convention Center Management.
21. Food products distributed by exhibitors must be obtained through the Convention Center's Catering Department.
22. Exhibitors distributing food products must comply with City Health Codes and be self sufficient. There is NO ACCESS to the Convention Center's kitchen and/or to its food-service or food-preparation equipment.
23. Outside food and beverage is not allowed inside the Convention Center on event days.
24. The Convention Center is a non-smoking facility. Smoking is not allowed inside the Exhibit Hall or on the loading dock.
25. Children under the age of sixteen (16) years are not permitted on the loading dock or inside the Exhibit Hall during scheduled move-in, set-up, breakdown and move-out of an event.
26. During move-out, all Exhibitors must fully breakdown their booth/display before accessing the loading dock with their vehicles. Vehicle staging on the loading dock is for active loading and unloading only.
27. The Speed Limit on the loading dock is 5 Miles Per Hour.

Please direct all questions regarding Exhibitor electric, telecommunications, booth cleaning and other Exhibitor needs to Exhibitor Services at 860-728-2640. An on-site Exhibitor Services representative will be available for questions.

All arrangements for temporary labor utilized by an Exhibitor must be made directly through the General Services Contractor.



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at www.ctconventions.com

EL _____

ELECTRICAL SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.
 Tax must be included unless you produce State of CT Tax Exemption documentation.
 Check payment method only accepted on prepaid orders.
Prepaid rates apply order paid in full and received 21 days prior to first scheduled move in day.
Standard rates apply to after the 21 day cut off rate. No exceptions.

Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Standard Electrical Service *120 volts – per single receptacle	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
5 amp (550 watts)	\$72.00	\$86.00				
10 amp (1100 watts)	\$85.00	\$102.00				
15 amp (1650 watts)	\$90.00	\$108.00				
20 amp (2200 watts)	\$94.00	\$112.00				

Special Electrical Service – requires a minimum charge of 1 hour labor at \$60 per hour
***208 volts – single phase – per single connection**

	Prepaid Rate	Standard Rate	Quantity	Labor	CT 6.35% Tax	Total
10 amp (2080 watts)	\$94.00	\$112.00				
20 amp (4160 watts)	\$110.00	\$132.00				
30 amp	\$174.00	\$210.00				
40 amp	\$220.00	\$284.00				
50 amp	\$273.00	\$328.00				
60 amp	\$325.00	\$390.00				

For other 208 volt (3-phase up to 60 amp) and 480 volt service, please contact Exhibit Service Dept for a quote

**Additional Labor Rates may apply for specialty electrical configurations*

Service Accessories – accessory prices do not include power and must be picked up at the Service Desk

	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
Extension Cord (25 feet)	\$15.00	\$20.00				
Power Strip (15 amp max)	\$22.00	\$26.00				

Stated rates cover usage for a maximum of three (3) day event. Events exceeding three days will require special quotation for power.

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

ORDER TOTAL:



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.948.1972

Fax: 860.948.1960

Forms available online at www.ctconventions.com

Services Provided by PSAV



TC _____

TELECOMMUNICATIONS SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.
 Tax must be included unless you produce State of CT Tax Exemption documentation.
Internet codes are priced per computer and per day.

Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on Card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Internet Daily Rates	Rate per Day	*\$75.00 Labor Charge (if applicable)	# of Days	# of Computers	20% Service Charge	CT 6.35% Tax	Total
Wired/Wireless Booth Internet 384kb *Weekly packages quoted per group *Wired connections incur a \$75.00 labor charge *Please circle connection type (wired (add \$75.00 labor) or wireless). *(1) Dedicated line – No more than (4) lines per group	\$75.00						
Indicate dates of activation here: ____/____/____ - ____/____/____							
Wired/Wireless Booth Internet 512kb *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$500.00						
Indicate dates of activation here: ____/____/____ - ____/____/____							
Wired/Wireless Booth Internet 1MB *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$750.00						
Indicate dates of activation here: ____/____/____ - ____/____/____							
Wired/Wireless Booth Internet 1.5MB *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$1,500.00						
Indicate dates of activation here: ____/____/____ - ____/____/____							
Wired/Wireless Booth Internet 2MB *Please circle connection type (wired (add \$75.00 labor) or wireless). *Call for specifics on estimated number of users	\$2,000.00						
Indicate dates of activation here: ____/____/____ - ____/____/____							
Phone Daily Rates	Rate per Day	Labor Charge	# of Days	20% Service Charge	CT 6.35% Tax	Total	
Analog or IP Phone *Please Circle: <u>Phone</u> <u>Fax</u> <u>Credit Card</u>	\$75.00 /each	\$75.00					
Audio Conference Phone	\$150.00 /each	\$75.00					

*Labor charges for complicated set up or long cable runs discussed as needed at \$75.00 per hour.

*Exhibitor Packages to satisfy larger groups are available.

Please call Exhibitor Services at 860.728.2640 for more information.

ORDER TOTAL:



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at www.ctconventions.com

PL _____

COMPRESSED AIR – WATER – DRAIN SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.
 Tax must be included unless you produce State of CT Tax Exemption documentation.
 Check payment method only accepted on prepaid orders.
Prepaid rates apply order paid in full and received 21 days prior to first scheduled move in day.
Standard rates apply to after the 21 day cut off rate. No exceptions.

Payment Information Must Accompany Order

Money Order #:	Check #:
<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Cold Water up to 500 gallons <small>*Drain not included & prices based on 1/2 line</small>	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
1 st Connection	\$240.00	\$288.00				
Each additional connection	\$120.00	\$144.00				
Each additional 100 gallons	\$10.00	\$10.00				
Size of line required						

For lines above 1/2" in size, add 50% service charge

*Pressure may vary. Minimum pressure available is 45 PSI, maximum available pressure is 80 PSI. If pressure is critical, exhibitor should provide their own pressure regulator valve.

Drain Connection <small>*Water not included & prices based on 3/4" drain line</small>	Prepaid Rate	Standard Rate	Quantity	Labor	CT 6.35% Tax	Total
1 st connection	\$270.00	\$324.00				
Each additional connection	\$102.00	\$122.00				
Size of line required						

For lines above 3/4" in size, add 50% service charge

One Time Fill & Drain <small>*Up to 500 gallons minimum</small>	Prepaid Rate	Standard Rate	Quantity	Subtotal	CT 6.35% Tax	Total
One Time Fill & Drain	\$240.00	\$288.00				
Per additional unit within booth	\$90.00	\$108.00				
Each additional 100 gallons	\$10.00	\$10.00				

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

ORDER TOTAL:



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Banner Hanging for Vendor Booths Order Form

Phone: 860.948.1972

Fax: 860.948.1960

Services Provided by PSAV

BH _____

BANNER HANGING FOR VENDOR BOOTHS

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment Information Must Accompany Order

Please make checks payable to: Connecticut Convention Center

Money Order #:	Check #:
<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

<u>Size of Banner</u>	<u># of Banners</u>	<u>Rates per Banner:</u>	<u>Total</u>
		Pre-Paid Rate: \$150.00 Onsite Rate: \$200.00	

IMPORTANT NOTE: BANNER(S) WILL BE HUNG DURING MOVE-IN HOURS OR AS CUSTOMER REQUESTS WHEN ONSITE. BANNER HANGING RATES DO NOT INCLUDE THE COST OF ELECTRICITY FOR THOSE BANNERS THAT REQUIRE LIGHTING. BANNER HANGING RATES ARE BASED ON BANNERS MADE OF CLOTH/CANVAS/NYLON WITH GROMMETS FOR HANGING POINTS. FOR ALL OTHER MATERIALS & 3D BANNERS. PLEASE CALL FOR PRICE QUOTE.

SUBTOTAL:	
20% SERVICE CHARGE	
6.35% CT SALES TAX	
TOTAL	

TAX MUST BE INCLUDED UNLESS YOU PRODUCE STATE OF CT TAX EXEMPTION DOCUMENTATION

FORM RETURN INFORMATION:

Please send completed request form to:

Michael Roux, Sales Manager
100 Columbus Blvd.
Hartford, CT 06103
Telephone: 860.948.1972 / Fax: 860.948.1960
E-mail: mroux@psav.com



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2640 Fax: 860.728.2641

Forms available online at www.ctconventions.com

CL _____

BOOTH CLEANING SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.
 Tax must be included unless you produce State of CT Tax Exemption documentation.
 Check payment method only accepted on prepaid orders.
Prepaid rates apply order paid in full and received 21 days prior to first scheduled move in day.
Standard rates apply to after the 21 day cut off rate. No exceptions.

Payment Information Must Accompany Order

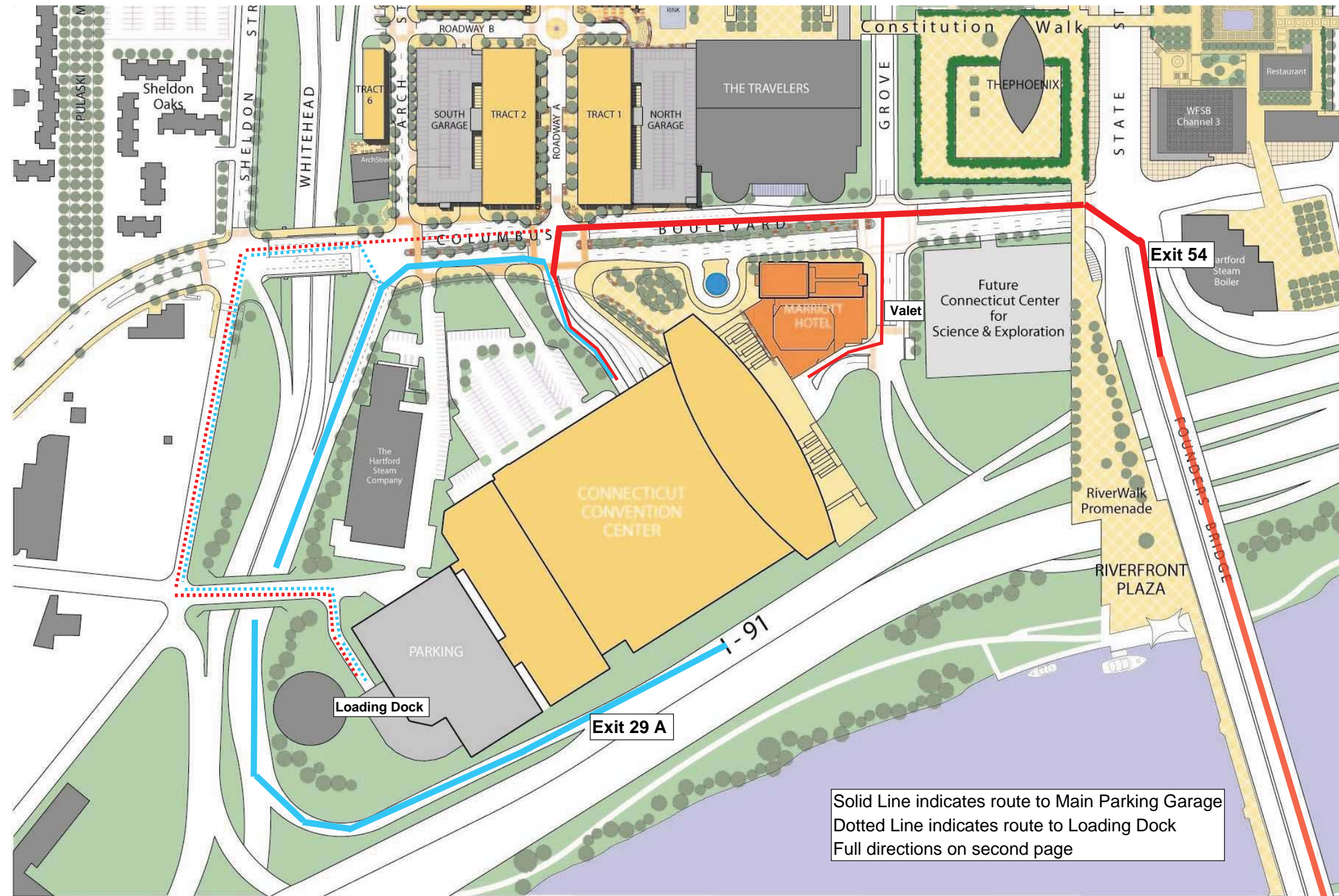
Money Order #:	Check #:
<input type="checkbox"/> Mastercard <input type="checkbox"/> Discover Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express	
Name on card:	
Credit Card #:	
Expiration Date:	
Authorized Signature:	

Booth Size _____ X _____ = _____ sq.ft. (100 sq.ft. minimum)

Vacuuming -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate	Subtotal	CT 6.35% Tax	Total
Pre-Show <small>(night prior to show open)</small>			.20 sq/ft	.25 sq/ft			
Additional Show Days			.20 sq/ft	.25 sq/ft			
Shampooing <small>*Carpets shampooed prior to show open only</small>	# of days	Sq. Ft.	Prepaid Rate	Standard Rate		CT 6.35% Tax	Total
Shampooing			.35 sq/ft	.40 sq/ft			
Trash Removal -Cost per day	# of days	Sq. Ft.	Prepaid Rate	Standard Rate		CT 6.35% Tax	Total
Every Show Day			\$70.00	\$75.00			
Only Specified Days			\$70.00	\$75.00			
Trash removal service is provided on an hourly basis – Removal of food waste will incur additional charges							

PLEASE READ IMPORTANT CONDITIONS AND INSTRUCTIONS ON REVERSE SIDE OF THIS FORM

ORDER TOTAL:



CT Convention Center Loading Dock Info

Direct Access



100 Columbus Blvd.
Hartford, CT 06103
P: 860-249-6000

Traveling on I-95, North and South:

- Take I-95 N/S to Exit 48 to I-91 North (toward Hartford)
- Take Exit 29A/Capitol Area (LEFT EXIT)
- Stay in right lane
- Take first exit – Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate – check in for further directions

Traveling on I-91 North:

- Take I-91 North to Exit 29A/Capitol Area (LEFT EXIT)
- Stay in right lane
- Take first exit – Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate – check in for further directions

Traveling on I-91 South:

- Take I-91 South to Exit 29A/Capitol Area (RIGHT EXIT)
- Take first exit – Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate – check in for further directions

Traveling on I-84 East:

- Take I-84 East to Exit 52 to I-91 South
- Take Exit 29A/Capitol Area (RIGHT EXIT)
- Take first exit – Columbus Boulevard/Convention Center
- At end of ramp, turn LEFT on Columbus Blvd.
- At 1st light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate – check in for further directions

Traveling on I-84 West:

- Take I-84 West to Exit 54/Main Street, Hartford
- Stay in LEFT LANE
- At end of ramp, turn LEFT onto Market Street
- Take first LEFT onto Morgan Street
- Take second right onto Columbus Boulevard
- Follow Columbus Boulevard seven (7) lights
- Take a left onto Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate – check in for further directions

Traveling on Route 2 West:

- Take Rt. 2 West to the Downtown Hartford exit over the Founder's Bridge
- (Rte. 2 ends at Columbus Blvd.)
- At end of ramp, turn LEFT on Columbus Blvd.
- At 4th light, turn LEFT on Sheldon Street
- At 1st light, turn LEFT over blue loading dock bridge (Sheldon/Taylor St.)
- At end of bridge, turn RIGHT to security gate – check in for further directions

CT Convention Center Parking

Rates and Information



The Convention Center is pleased to offer 2,200 onsite parking spaces under the Convention Center and attached **8 floors garage**. In addition, there are 130 outdoor spaces for oversized vehicles in the surface lot. **The garage is open 24/7**. We offer 24 hour valet service for hotel guests and special events.

Additional parking is available at the Science Center garage (460 spaces), Front Street North

Parking Rates

Parking rates are the same for all Adriane's Landing parking garages. Courtesy vehicles are operated throughout the garage during special events for our guests' convenience.

- \$3.00 first hour
- \$2.00 each additional hour
- \$19.00 Daily Maximum

Marriott Hartford Downtown Overnight guests:

- \$23.00 Valet
- \$19.00 Self-Park

Meeting planners are encouraged to contact their event manager for event rates.

The Convention Center's parking partner is LAZ Parking. The LAZ Parking office is open 24 hours a day. It is located in the convention center's parking garage, on Parking Level 1, Section C. To contact the LAZ Parking Office, call 860-728-2598.