

SHOW INFORMATION (Page 1 of 2)



Hartford Home Show

Oakwood Sports Center
January 18-19, 2025

Dear Exhibitor:

We are pleased to advise you that Ocean Exposition Services, LLC has been selected by Show Management as the "Official General Contractor" for your upcoming Show. As the Official General Contractor, we will assist you in every way possible to insure a successful and pleasant presentation. All questions regarding shipping, storage, furniture, booth cleaning and labor should be directed to Ocean Exposition Services, LLC.

For your convenience, we are enclosing our order forms for you to complete and return to us. Please read these forms carefully. COMPLETE THESE FORMS AND MAIL OR EMAIL THEM AS QUICKLY AS POSSIBLE SO THAT YOU MAY TAKE ADVANTAGE OF THE ADVANCE ORDER DISCOUNT PRICES. Please combine into one check all orders due OCEAN EXPOSITION SERVICES.

FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER AND ORDERS MUST BE RECEIVED BY DEADLINE DATES IN ORDER TO RECEIVE THE DISCOUNT PRICES.

**All accounts must be settled before the close of the Show.
We accept Visa, MasterCard, American Express, Company Checks and Cash.
Please advise your representative attending the show of our policy.**

Any discrepancy between our order and what is received at your booth should be brought to the immediate attention of our representative at the show. NO CREDIT will be given after a show has closed.

If you select the option to send your display material to us prior to the show move-in, please note that it must be addressed to our warehouse. ATTN: OCEAN EXPOSITION SERVICES. Please use shipping labels that are provided in this exhibitor kit and remember to include your company name and booth number.

Ocean Exposition Services
420 Veterans Blvd.
Carlstadt, NJ 07072

INCLUDED IN EACH BOOTH ARE THE FOLLOWING ITEMS Ocean Exposition Services PROVIDE:
8' High Back Wall and 3' High Side Rail Drape - WHITE AND BLUE
1 - Booth Identification Sign

PLEASE EMAIL YOUR ORDER TO: Melissa@oceanrentalservices.com

All questions regarding the Convention's Policies, Space Assignments, Display Limitations and Event Schedules should be directed to:

Julia Petry
ACS Home Show
E-Mail: ops@acsshows.com ~ Phone: (516) 422-8100

PAYMENT POLICY

Hartford Home Show

Oakwood Sports Center



RETURN TO: Ocean Expo • 420 Veterans Blvd • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

Payment for Services

Ocean Exposition Services requires payment in full at the time services are ordered. Further, Ocean Exposition Services requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline.

Method of Payment

Ocean Exposition Services accepts Mastercard, Visa, American Express, and Checks. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. (Exhibitors will be charged a \$25.00 bank fee for returned checks).

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the Ocean Exposition Services office for this show. Ocean Exposition Services, LLC must receive your certificate by the deadline date on the order forms; otherwise tax will appear on your invoice.

Adjustment and Cancellations

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details.

Rentals

Full payment of all rental charges must be received BEFORE THE SHOW to ensure the "Advance Order" prices. All orders received at the service desk will be charged at service desk rates and must be paid for at the time of ordering. We accept Company Check, Cash, Visa, Mastercard and American Express.

Material Handling, Labor and Cleaning Services

All charges for any of these services will be billed on the show floor and all accounts must be settled before the move-out of the Show. Once again, Company Check, Cash, Visa, Mastercard and American Express are welcome.

All orders received for services and equipment will not be honored if there are any delinquent invoices.

Exhibitors who utilize display houses should be aware that if the display house does not adhere to the credit policy, the exhibitors will be liable for payment.

**ANY ORDERS WITHOUT PAYMENT WILL NOT BE PROCESSED UNTIL
PAYMENT OR CREDIT ARRANGEMENTS HAVE BEEN MADE. CHARGES
ARE DUE AND PAYABLE ON PRESENTATION OF INVOICE AT SHOW.**

IMPORTANT: All drayage forms must be signed and returned one week prior to the opening of the Show whether our services are to be used or not. We reserve the right to refuse any shipment for exhibitors who have not returned signed contracts.

ORDER RECAP & ADVANCE PAYMENT FORM



Hartford Home Show
 Oakwood Sports Center
 January 18-19, 2025

Deadline Date:
Jan. 14, 2025

RETURN TO: Ocean Expo • 420 Veterans Blvd • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS	street	city
	state	zip
		country
PHONE	FAX	
AUTHORIZED CONTACT SIGNATURE	AUTHORIZED CONTACT - PLEASE PRINT	DATE
X		

CREDIT CARD CHARGE AUTHORIZATION

EX. DATE	EXPIRATION DATE:	<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS	
C.C. #		ACCOUNT NUMBER	
		<input type="checkbox"/> Corporate <input type="checkbox"/> Personal	
CARDHOLDER'S BILLING ADDRESS - IF DIFFERENT FROM ABOVE		CITY	COUNTRY
		STATE	ZIP
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PRINT	
X			

PAYMENT POLICY: Payment in full of rental charges, including applicable tax, must accompany your Advance Order to qualify for Discount Rates. All orders placed at the Service Desk will be invoiced at Standard Rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders will be accepted. All charges are payable in US Funds only. Check, cash, Visa, MasterCard and American Express are accepted. Any charges still due at the close of the show will be charged to the below referenced credit card unless other payment arrangements are made at the service desk prior to close of the show. Please compute your orders below and mail your payment together with order forms to OCEAN EXPOSITION SERVICES, LLC. You can also email Melissa at melissa@oceanrentalservices.com.

Summary of Services and Rental Items Ordered

Standard Booth Furnishings Order Form	\$
SUB-TOTAL	\$
*ADD 8.875% NY SALES TAX	\$
Estimated Material Handling Order Form	\$
NET AMOUNT DUE	\$

If paying by Check Please Fill Out the Following Information:

Check # _____ Dated: _____ Amount \$ _____

IMPORTANT: If you wish to have your Credit Card on file to authorize OCEAN EXPOSITION SERVICES, LLC to charge any outstanding balances incurred by your Company at the Show, please fill out the CREDIT CARD AUTHORIZATION FORM and return with your orders.

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of the original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.

EMAIL TO MELISSA@OCEANRENTALSERVICES.COM

STANDARD BOOTH FURNISHINGS & CARPET ORDER FORM



Hartford Home Show

Oakwood Sports Center
January 18-19, 2025

Discount Deadline
Date Jan. 14, 2025

RETURN TO: Ocean Expo • 420 Veterans Blvd. • Carlstadt, NJ 07072 • Phone 201-372-0010 • Email: melissa@oceanrentalservices.com

COMPANY

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

PRICE LIST

DESCRIPTION	ADVANCE PRICE	ONSITE PRICE	DESCRIPTION	ADVANCE PRICE	ONSITE PRICE
CHAIRS			SPECIAL BOOTH DRAPING		
Upholstered Side Chair - Grey	\$ 52.00	\$ 62.00	8' High Back Drape and 36" High Side Drape - 4' Minimum Order		
Folding Chair	\$ 23.00	\$ 28.00	3' High Drape per linear ft.	\$ 9.50	\$ 12.00
Upholstered Padded Stool - Grey	\$ 65.00	\$ 75.00	8' High Drape per linear ft.	\$ 13.00	\$ 17.00
DRAPED DISPLAY TABLES - 30" HIGH			BOOTH ACCESSORIES		
<i>Includes White Vinyl Top and Pleated Skirting on Three Sides</i>			Round Pedestal Table (42"hx30"d)	\$ 130.00	\$ 140.00
2' x 4' x 30" High Table	\$ 70.00	\$ 74.00	Wastebasket	\$ 6.00	\$ 12.00
2' x 6' x 30" High Table	\$ 80.00	\$ 84.00	22x28 Sign Holder	\$ 26.00	\$ 32.00
2' x 8' x 30" High Table	\$ 90.00	\$ 94.00	22x28 Sign Holder with Literature Basket	\$ 32.00	\$ 38.00
4th Side Skirted	\$ 24.50		Chrome Easel	\$ 21.00	\$ 25.00
DRAPED DISPLAY COUNTERS - 42" HIGH			Literature Stands	\$ 26.00	\$ 31.25
<i>Includes White Vinyl Top and Pleated Skirting on Three Sides</i>			Retractable Stanchions	\$ 21.00	\$ 25.00
2' x 4' x 42" High Counter	\$115.00	\$ 130.00	8' Upright	\$ 18.00	\$ 22.00
2' x 6' x 42" High Counter	\$125.00	152.00	Crossbar	\$ 18.00	\$ 22.00
2' x 8' x 42" High Counter	\$145.00	160.00	STANDARD CARPET		
4th Side Skirted	\$40.00		<i>Price includes installation & taping front edge. NO PROTECTIVE COVERING. No guarantee of color match when ordering multiple carpets.</i>		
UNDRAPED DISPLAY TABLES			10' X 10'	\$125.00	\$125.00
<i>Includes White Vinyl Top ONLY (No Skirting)</i>			10' X 20'	\$230.00	\$245.00
2' x 4' x 30" High Table	\$ 58.00	\$ 56.00	10' X 30'	\$340.00	\$365.00
2' x 6' x 30" High Table	\$ 68.00	\$ 68.00	10' X 40'	\$440.00	\$485.00
2' x 8' x 30" High Table	\$ 78.00	\$ 74.00			
UNDRAPED DISPLAY COUNTERS - 42" HIGH					
<i>Includes White Vinyl Top ONLY (No Skirting)</i>					
2' x 4' x 42" High Counter	\$ 68.00	\$ 70.00			
2' x 6' x 42" High Counter	\$ 78.00	\$ 80.00			
2' x 8' x 42" High Counter	\$ 88.00	\$ 90.00			
TABLE-TOP RISERS (WHITE VINYL)					
4' High	\$ 45.00	\$ 56.00			
6' High	\$ 55.00	\$ 69.00			

PLACE ORDER HERE

SELECT COLORS

Special Booth Draping: Black Blue Teal Red Grey White

Table / Counter Skirt Color: Black Blue Teal Red Grey White

Optional 4th Side TABLE Skirt: 6' 8'

Standard Carpet Color: Blue Black Grey Custom Carpet Color: Blue Teal Red Grey

Optional 4th Side COUNTER Skirt: 6' 8'

DESCRIPTION TOTAL PRICE	PRICE	QUANTITY
		\$
		\$
		\$
		\$
		\$
		\$

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded at 100%. Items cancelled after move-in will be invoiced at 50% of original price to cover labor involved. Items cancelled after installation will be charged at 100% of original price.
PLEASE NOTE: If colors are not specified, Show Colors will be used. Subject to NJ 7% Sales Tax. Full Payment Must Accompany Order. Total All Items Ordered. Attach to Order Recap & Advance Payment Form, Enter Totals.

1. Total All Items Ordered	\$
2. 8.875% Sales Tax	\$
3. Payment Enclosed	\$

BOOTH PACKAGE ORDER FORM

Hartford Home Show
Oakwood Sports Center
January 18-19, 2025

Discount Deadline Date
Jan. 14, 2025



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COMPANY

BOOTH NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

THIS FORM MUST BE RETURNED TO OCEAN EXPOSITION SERVICES, LLC WITH FULL PAYMENT FOR ANY SERVICES TO BE RENDERED.

Show Management has included the following items in your Booth

8' High Backwall Drape - White & Blue

3' High Siderail Drape - Blue

1-9"x40" Booth Identification Sign

BOOTH PACKAGE "A" - SPECIAL DISCOUNT

Included in Package:

1 - 2' x 6' x 30" TABLE

2 - FOLDING CHAIRS

1 - WASTEBASKET

Please check if you wish to order this package

TOTAL DISCOUNT PRICE: \$130.00

PACKAGE SPECIAL.....	\$	130.00
8.875% SALES TAX.....	\$	11.53
TOTAL.....	\$	141.53

BOOTH PACKAGE "B" - SPECIAL DISCOUNT

Included in Package:

1 - 2' x 6' x 30" TABLE

9'x10' BOOTH CARPETING - GREY

2 - FOLDING CHAIRS

1 - WASTEBASKET

Please check if you wish to order this package

TOTAL DISCOUNT PRICE: \$238.00

PACKAGE SPECIAL.....	\$	238.00
8.875% SALES TAX.....	\$	21.12
TOTAL.....	\$	259.12

Please Note:

1. Return orders must be placed in writing at our Service Desk at close of show.

EMAIL TO MELISSA@OCEANRENTALSERVICES.COM

Electrical Order Form

Hartford Home Show
January 18 & 19, 2025
Oakwood Sports Center
40 Oakwood Dr, Glastonbury, CT 06033

Please complete the credit card information below and email your order form to
electricorders@acsshows.com

Company Name: _____ Booth # _____
Address: _____
Phone # _____
Representative (print your name) _____
Signature: _____

Advanced Ordering Deadline is 10 days prior to show open

Qty	Booth Power Devices	* Advance Order Price	Show Order Price	Total Price
	110 volt receptacle 1000 watts	\$150.00	\$200.00	
			Total (Includes Taxes)	

Please charge my:

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Card #: _____ Exp Date: _____ Security Code: _____

I hereby authorize a charge in the amount of \$ _____ as payment for electrical services from American Consumer Shows.

I agree to pay the stated amount in full when billed, or in extended payments in accordance with the standard policy of the issuing credit card company.

Signature of Cardholder: _____ Date: _____

Credits WILL NOT be issued after show ends on Sunday if you have a problem with electric please take care of it during show days.

All items must be paid-in-full before electric service will be installed.
No refunds on unused or undelivered service reported after the show opens.
Any additional electrical needs, please email Ops@ACSshows.com