

**Massachusetts Chiefs of Police Association
2019 Trade Show
Wednesday, April 3, 2019
Best Western Royal Plaza Hotel & Trade Center
Marlborough, MA**

EXHIBITOR SERVICE KIT

1. **Show Hours** Wednesday, April 3, 2019 9:00 AM - 3:00 PM

A representative of each Exhibit is required to be in attendance during Exhibit Hours.

2. **Shipping Procedures - IMPORTANT:** Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our *Advance Freight Receiving Warehouse*. Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **March 27, 2019**. A 35% late charge will apply if orders for advance shipping are received after this date.

For Direct Shipping to Show Site: DO NOT ship exhibit materials direct to show site to arrive prior to **April 2, 2019**. You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

*Please call Capital Convention Contractors' **Exhibitor Service Department** at 877-335-3700 for any questions they may assist you with.*

3. **Installation** of Exhibits begins Tuesday, April 2, 2019 from 12:00 PM until 6:00 PM. Exhibitors may also set up between 7:00 AM and 9:00 AM on the morning of the show. All Exhibits must be Show Ready by 9:00 AM on Wednesday, April 3, 2019. All Exhibitors with indoor vehicle displays will be contacted via email with a scheduled delivery time on Tuesday, April 2, 2019.

4. **Dismantle** of Exhibits is not to begin until final closing at 3:00 PM on Wednesday, April 3, 2019. All equipment must be completely removed and display area must be vacated by 6:00 PM on Wednesday, April 3, 2019.

5. **Uniform Booth** **Included in your booth package you will receive:** 10'x10' OR 12'x12' Pipe & Draped carpeted area (8' high background drape/3' high side divider drape), one 8' draped table, 2 folding chairs, 1 wastebasket, and Exhibitor ID sign. You will find on the website Exhibitor Service Manual from **Capital Convention Contractors** in the event you need **additional optional** services and/or equipment.

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6. **Damage** *The Exhibitors are responsible for all damage to the building, floors or equipment caused by their participation.*

7. **Arrangement of Exhibit** *The uniform booth background is not strong enough to support display materials from the cloth or frame. **DO NOT** pin or staple materials to the cloth. Special background will be needed for any display materials that exceed 25 pounds in total weight. Arrangements for this type of display should be made in advance and brought to the exhibit hall ready for assembly. Installations are subject to the approval of all inspection authorities having jurisdiction.*

8. **Service Desk** *An Exhibitor's Service Desk will be located in the Exhibit Hall to service the needs of all Exhibitors. **Exhibitor packets may be obtained during the hours of 12:00 – 6:00 PM on Tuesday or between 7:00 – 9:00 AM on Wednesday morning.***

9. **Electrical & Internet Service** ***There are NO Electrical Outlets and/or Internet Service provided with your booth.** Electrical Outlets & Internet Services can be ordered with the Best Western Royal Plaza Hotel & Trade Center. An order form has been included on our website. **The orders and payment are to be directly forwarded to the Best Western Royal Plaza Hotel & Trade Center.** Any questions regarding this service, please call (508) 303-1795. **You may register for electric without a booth number.** The MCOPA will contact all vendors 10-14 days in advance of the show and provide you with your booth number. Upon receipt of the same, it will be the Exhibitor's responsibility to contact the hotel with their booth number.*

10. **Overnight Accommodations:** *Overnight accommodations have been made available thorough the Best Western Royal Plaza Hotel at a rate of \$146/night plus taxes. This rate also includes a full breakfast buffet. When making a reservation, please let them know you are with the **Massachusetts Chiefs of Police Association's Trade Show.** **Deadline for reservation is March 2, 2019.***

11. **Capital Convention Contractors – Exhibitor Service Manual**

*Additional **OPTIONAL** Exhibitor Services are available to your company directly through Capital Convention Contractors. Please use the forms included in their Exhibitor Service Manual when requesting these items. Please note that these **OPTIONAL** services are to be directly secured through Capital Convention Contractors.*