

SHOW FACTS

NCCN 13TH ANNUAL CONGRESS: HEMATOLOGIC MALIGNANCIES New York Marriott Marquis September 21-22, 2018



TABLE-TOP Exhibitor Space

Each exhibitor space includes one 6' skirted table, two folding chairs, one 7"x44" ID sign and one wastebasket.

EXHIBIT HALL CARPET

The exhibit hall is carpeted.

DISCOUNT PRICES

In order to receive discount rates listed on price sheet, we must receive your order by Friday, September 7, 2018. Advance Shipments must be received at the advance warehouse between Friday, 8/10/18 and Friday, 9/7/18 to avoid a late fee penalty for shipping before or after the Advance Deadline Dates.

SHOW SCHEDULE

Exhibitor Move In

Friday, September 21, 2018 from 12:30pm to 4:00pm

Show Hours

Friday, September 21, 2018 from 4:30pm to 6:00pm

Saturday, September 22, 2018 from 7:00am to 3:55pm

Dismantle

Saturday, September 22, 2018 from 4:00pm to 5:30pm

All exhibitor shipments are subject to Material Handling Fees. Material Handling fees apply to all materials brought in through the dock; only hand carried items or items on a small two-wheel cart can be brought through the frontdoor at no charge. Local union jurisdictions and guidelines apply.

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ONLINE ORDERING

**Looking for an easier way to place you order?
Tired of faxing or emailing forms?**

Try our fully PCI-Compliant Online Ordering System!

Simply request an online login by emailing info@demersexpo.com
(please specify show name and date). We will then create an
online login and notify you of this via email.

All products and services offered in this Exhibitor Services Kit
are available on our online storefront.

**Using our online storefront saves you an 8% administrative fee!
Orders placed via email or fax will be assessed this fee.**

Deadline to place online orders: Friday, September 14 , 2018.

Floor prices apply after Friday, September 7, 2018.

**Advance Shipments may be received the Advance Warehouse between
Friday, August 10th and Friday, September 7th.**

**Shipments will not be refused, however, the late fee will apply if
received outside of this date range; special transportation charges may
apply if shipment is received once set-up team is already on site.**



CREDIT CARD AUTHORIZATION

To have orders charged to a credit card account, please complete the information requested below and return this form with your order(s). Credit Card orders are subject to credit approval. Event site balances or charges for outstanding labor or miscellaneous items not previously paid will be charged to your credit card account.

=====

CREDIT CARD: VISA MasterCard AMEX

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

SECURITY CODE (Visa/ Master Card 3 digit # on back, Amex 4 digit # on front): _____

CARDHOLDER'S NAME: _____

CARDHOLDER'S SIGNATURE: _____ DATE : _____

=====

ADDRESS BELOW MUST MATCH CARDHOLDER'S BILLING ADDRESS

Company Name: _____ Booth #: _____

Card Billing Address: _____ Authorized by: _____

City/State/Zip: _____ Signature: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

=====

CREDIT AND PAYMENT POLICY

In addition to cash, company check or money order, VISA, MasterCard and AMEX are accepted. The Credit Card Authorization section above must be completed and accompany all credit card orders. Please notify your company representative of the following:

- All orders must be paid in full and/or credit card authorization (above) be on file with your order(s) before any services are rendered.
- There will be no invoicing. Purchase Orders are not a form of payment.
- Payment for orders mailed to Demers in advance can be made by company check, money order or credit card.
- Event site orders can be paid by cash or charged to a credit card.
- International exhibitors must prepay all services in U.S. Currency.
- Items ordered, delivered to booth, then cancelled, will not be refunded.
- Other refund requests will not be considered unless exhibitor makes request of Demers prior to the close of the event.
- Exhibitor is responsible for the cost of repair or replacement if equipment is lost, damaged or stolen while being rented.
- Orders received without payment will be assessed a late fee.

By submitting this credit card authorization, you knowingly authorize Demers to charge your credit card for any service rendered under the terms and conditions stated in this Exhibitor Kit. You also knowingly authorize your show-site representative to sign for charges on your behalf.

PAYMENT MUST BE INCLUDED WITH ALL ORDERS



DIGITAL GRAPHICS AND SIGNS

NCCN 13th Annual Congress, Marriott Marquis NYC, September 21-22, 2018

Your presentation is everything!!!

Impress your potential new customer and stand out from your competitors with high impact digital graphics in your booth. Let our team of graphic designers and sign professionals bring your booth to the next level with high impact digital graphics.

The next pages are graphics order forms. Use these forms as a guideline or consult with our graphics team to determine what will be best for your booth.

Contact us at 860.882.0003.



SIGN & GRAPHICS ORDER FORM

To order your graphics, complete this order form and attach your signed copy or electronic file. Please see artwork guidelines for electronic files on the following page. Note: All graphics are subject to a 100% cancellation charge.

DIGITAL GRAPHICS

Demers Expo can provide the finest state-of-the-art digital graphic reproduction available on the market today. Capabilities include full-color spectrum, photo-quality, high-resolution digital printing in any size for banners, easel signage, and more.

PRICING GUIDE

<input style="width: 80%; height: 20px;" type="text"/>	L X	<input style="width: 80%; height: 20px;" type="text"/>	W =	<input style="width: 80%; height: 20px;" type="text"/>	Square Feet
Round length and width up to nearest foot					
<input style="width: 80%; height: 20px;" type="text"/>	Square Feet X	\$20.70 per Sq. Ft. Discount Price or \$33.35 per Sq. Ft. Standard Price	=	<input style="width: 80%; height: 20px;" type="text"/>	Total

In order to receive discounted pricing, your order must be received by September 7, 2018.

In order to receive the discounted price, your order must be received 14 days prior to the show move in date. Minimum order per graphic: 6 sq. ft.; Double sq. ft. for double-sided graphics; File conversion, retouching, cloning or color correcting may incur additional labor charges (Demers will advise of charges before work is performed).

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

BACKING MATERIAL

Standard:

Foam Core
 PVC Fluted

Upgraded: (additional 15% charge)

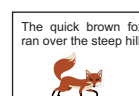
Sintra
 Gator Board
 Plexi

If backing material is not selected, PVC Fluted will be used.

SIGN LAYOUT



Vertical



Horizontal



Designer to decide

SPECIAL INSTRUCTIONS

Please indicated the file name that will be e-mailed or uploaded to our FTP (see next page)

<input style="width: 80%; height: 20px;" type="text"/>	Total X	<input style="width: 80%; height: 20px;" type="text"/>	8.875% Sales Tax +	<input style="width: 80%; height: 20px;" type="text"/>	8.00% Admin Fee =	<input style="width: 80%; height: 20px;" type="text"/>	Grand Total
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If you will be ordering more than one sign, please use one order form per graphic/sign.

Order Online and Save the 8% Administrative Fee

Company Name: _____	Booth# (if known): _____
Address: _____	Phone: _____
City/State/Zip: _____	Date: _____
Authorized by: _____	Signature: _____
Email: _____	

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ARTWORK & FILE GUIDELINES

Demers Expo will provide you with the best possible quality graphics for your event or exhibit. You can assist us in that effort by providing digital art files using the guidelines listed below. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. The two overall considerations for submitting acceptable artwork includes: proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.

PREFERRED SOFTWARE AND FILE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs:

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW

The following files can be submitted for graphic reproduction:

- EPS and AI
- TIF
- PDF
- JPG

Vector formats are best to use.

When using vector based formats, include all fonts, or convert fonts to outlines or paths.

File types that **cannot** be used to reproduce high quality graphics include:

- GIF
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt)
- Self-extracting files, such as EXE or SEA files

HOW TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via email. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy (floppy disks and zip drives are not a good option for sending large graphics files).
- Files may also be posted to DES-DEMERS FTP site. You may get the password and other needed information from your DES service representative in order to post files. However, a hard copy proof and back-up of the files on CD-Rom/DVD, while not necessary, are requested for our convenience. Please call (860) 882.0003.
- If your artwork files are below 6 megabytes, they can be e-mailed to info@demersexpo.com.



MATERIAL HANDLING ORDER FORM

Materials can be shipped in advance to the Demers Warehouse or directly to the Venue. Exhibitor is responsible for making prepaid inbound and outbound shipping arrangements. Collect shipments or shipments billed to Demers will not be accepted. All shipments must be consigned to Demers and all material handling services must be prepaid. Demers Material Handling Services include receiving shipments, providing delivery to booth, storage of empty packing materials, and return of outbound shipments to the loading dock.

ADVANCE SHIPPING ADDRESS
Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: NCCN
C/O: Demers Exposition Services, Inc.
151A Park Ave
East Hartford, CT 06108

Demers Warehouse will receive shipments and provide up to 30 days storage prior to the event. Loose materials will not be received at Demers Warehouse. Shipments may be received weekdays (excluding holidays) between 8:30am – 3:30pm.
Deadline to receive advance pricing discount: Friday, September 7, 2018
Rate: \$212.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment (\$424.00).
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.
Overtime: not applicable
Late shipments: Items received at the Advance Warehouse after the Deadline Date will be charged a late fee of \$20.00 per cwt (80.00 minimum applies), plus additional fees if special transportation is required.
Non-payment: Shipments received without a completed Material Handling form and full payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum applies.

DIRECT SHIPPING ADDRESS – TO EVENT SITE
Please use enclosed labels on all pieces

TO: Name of Exhibitor & Booth Number
FOR: NCCN
C/O: Demers Exposition Services, Inc.
NY Marriott Marquis
1535 Broadway
New York, NY 10036

Demers will receive shipments at the event site on September 21, 2018 only. Arrival at any time other than September 21, 2018 will be refused.
Direct shipments will only be received on September 21, 2018.
Rate: \$210.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment (\$420.00).
Special Handling: Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.
Overtime: not applicable
Non-payment: Shipments received without a material handling order form and payment will be assessed a late payment fee of \$20.00 per cwt, \$80.00 minimum applies.
DIRECT SHIPMENTS: Direct shipment will only be accepted at the NY Marriott Marquis September 21, 2018. Shipments received at the NY Marriott Marquis prior to September 21, 2018 will be redirected to the advanced warehouse and assessed 50% of the drayage cost as a redirect fee.

Outbound Shipments:

- Exhibitors who have freight going outbound after the event must complete a bill of lading at the Demers Service Desk.
- All shipping costs must be paid for by the exhibitor with either pre-paid shipping labels or “collect” charge terms.
- Exhibitors can make arrangements with either the designated show carrier or the exhibitor’s preferred carrier at the Demers Service Desk to take their shipment(s) at the close of the event. No additional material handling fee applies if inbound material handling was paid by the exhibitor.
- Carriers must check into the venue by **4pm on Saturday, September 22**. If the shipment(s) is not picked up from venue, the shipment(s) will return to the Demers warehouse for an additional \$32.00 per cwt (100 lbs) (min. charge is \$64.00 per 2 cwt/200 lbs). Shipments returned to the warehouse can be picked up by Exhibitor’s carrier beginning **Wednesday, September 26 , 2018**. (warehouse hours are 8:30am - 3:30pm).
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1 hour labor charge, actual charge to be determined.
- Empties may take up to one hour to return at the close of the show.

PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT	X RATE per 100 lbs.*	MINIMUM CHARGE/SHIPMENT*	ESTIMATED CHARGES	
SHIPMENT 1			lbs.	\$212.00 or \$210.00	\$424.00 or \$420.00	\$	
SHIPMENT 2			lbs.	\$212.00 or \$210.00	\$424.00 or \$420.00	\$	
SHIPMENT 3			lbs.	\$212.00 or \$210.00	\$424.00 or \$420.00	\$	
SHIPMENT 4			lbs.	\$212.00 or \$210.00	\$424.00 or \$420.00	\$	
LATE SHIPMENT(s) to DES Warehouse				\$20.00	\$80.00 Minimum Charge	\$	
						8.875% Service Fee	\$
Order Online and Save the 8% Administrative Fee						8.00% Admin Fee	\$
TOTAL ESTIMATED CHARGES							\$

PAYMENT ENCLOSED:

Company Check
 Credit Card Authorization
 Money Order

Total due must be paid before material handling services are provided.

Total due must be paid before material handling services are provided.

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
 860.882.0003 – Fax 860.761.0070 – Email info@demersexpo.com
 www.demersexpo.com



**Demers
Events
& Expo
Services**

SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to warehouse on or before **September 7, 2018.**

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RUSH!

**DES
FREIGHT**

TO:

EXHIBITING COMPANY Please write exhibiting companies name in this box

NCCN 13th Annual: Hematologic Malignancies

BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment

**c/o Demers Exposition Services, Inc.
151A Park Ave
East Hartford, CT 06108**

Carrier _____

Number _____ of _____ pieces



NCCN



NY Marriott Marquis



SHIPPING LABELS DIRECT

Copy and use this label for Direct Shipment to SHOWSITE on or **September 21, 2018.**

NCCN 13th Annual Congress, Marriott Marquis NYC, September 21-22, 2018

RUSH!

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TO:

EXHIBITING COMPANY Please write exhibiting companies name in this box

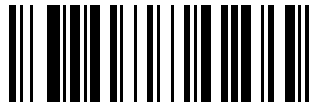
NCCN 13th Annual: Hematologic Malignancies

BOOTH NUMBER(s) Please write Booth # in this box if you know it at time of shipment

**c/o Demers Exposition Services, Inc.
NY Marriott Marquis
1535 Broadway
New York, NY 10036**

Carrier _____

Number _____ of _____ pieces



AUDIO/VISUAL EQUIPMENT

Your order must be placed in advance. **AV orders will not be accepted at the show site.** Equipment must be rented for the duration of the event. You are responsible for the cost of repair or replacement if equipment is lost, damaged, or stolen while you are renting it. If you require technical assistance, labor charges of \$85.00 per hour will apply. **Place your electrical and internet orders through the venue.**

Monitor will come with standard HDMI connection. Please ensure your computer is compatible.

MONITOR RENTAL (per device/per show)

Description	QTY	Rental Rate (Duration of Show)	Total
32" LCD Flat Screen Monitor (tabletop)		\$395	
42" LCD Flat Screen Monitor (tabletop)		\$495	
50" LCD Flat Screen Monitor		\$625	
Monitor Stand (fits 50" monitor only)*		\$165	
Sub-total			
8.875% Sales Tax			
8.00% Admin Fee			
Total			



*Only our 50" Monitor will fit the Monitor Stand; all monitors may be displayed on a tabletop. Please contact the Demers AV Department with questions.

Laptop has i5 processor, 4GB of RAM, and is bluetooth and wifi enabled. Includes DVD drive, 3 USB ports, headphone/mic jack, SD reader, LAN port, VGA out, and HDMI port.

PC LAPTOP (per device/per day)

Description	QTY	# OF DAYS	Rental Rate (per device/per day)	Total
14" Dell Latitude E6430			\$265	
Sub-total				
8.875% Sales Tax				
8.00% Admin Fee				
Total				



Advance Order Deadline: September 7, 2018.

Orders placed after the deadline date will be assessed a 25% late charge.

Order online and save the 8% administrative fee.

Company Name:	Booth# (if known):
Address:	Phone:
City/State/Zip:	Date:
Authorized by:	Signature:
E-mail:	

DES-DEMERS EXPOSITION SERVICES, INC. - 151a Park Ave – East Hartford, CT 06108
860.882.0003 – Fax 860.761.0070 – Email info@demersexpo.com
www.demersexpo.com



**Demers
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LABOR ORDER FORM

Order Online and save the assessed 8% Administrative Fee!

Journeyman Labor-

These craftsmen crate and uncrate materials, set up and dismantle exhibits
 STRAIGHT TIME 8:00am to 4:30pm, Monday through Friday
 OVERTIME 4:30pm to 8:00am, Monday through Friday; and weekends
 DOUBLE TIME Holidays

Rates: per person/per hour	
Discount Price	Showsite Price
\$190.00	\$285.00
\$285.00	\$427.50
\$380.00	\$570.00

Two Hour Minimum Per Laborer

**Advance Pricing Deadline:
September 7, 2018.**

Start time guaranteed only when labor is requested for the start of the working day (8:00am).
 Labor must be cancelled in writing, 24 hours in advance to avoid estimated labor charges.

INSTALLATION LABOR

Demers Exposition Supervised Labor
 Installation of your exhibit will be completed at our discretion prior to show opening.
 The charge for this service is 30% of the total installation labor bill, or a minimum of \$60.00.
 Emergency Contact: _____ Phone #: _____
 Display Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Demers Service Desk to pick-up labor.
 Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	x	Approx. Hrs Per Person	=	Total Hrs.	@	Hourly Rate	=	Estimated Total Cost	
_____	_____	_____	x	_____	=	_____	@	\$ _____	=	\$ _____	
_____	_____	_____	x	_____	=	_____	@	\$ _____	=	\$ _____	
									DEMERS Supervision (30%/60.00)	=	\$ _____
									8% Admin Fee	=	\$ _____
									Total	=	\$ _____

Labor at the close of the event will not be distributed until all Empties are returned to their respective booths.

DISMANTLE LABOR

Demers Exposition Supervised Labor
 Demers Exposition will not be responsible for product or literature that is not properly packed and labeled by exhibitor.
 The charge for this service is 30% of the total dismantle labor bill, or a minimum of \$60.00.
 Emergency Contact: _____ Phone #: _____
 Display Contact: _____ Phone #: _____

Exhibitor Supervised Labor – Supervisor must check-in at Demers Service Desk to pick-up labor.
 Supervisor Name: _____ Phone #: _____

Date	Start Time	No. of People	x	Approx. Hrs Per Person	=	Total Hrs.	@	Hourly Rate	=	Estimated Total Cost	
_____	_____	_____	x	_____	=	_____	@	\$ _____	=	\$ _____	
_____	_____	_____	x	_____	=	_____	@	\$ _____	=	\$ _____	
									DEMERS Supervision (30%/60.00)	=	\$ _____
									8% Admin Fee	=	\$ _____
									Total	=	\$ _____

Company Name: _____ Booth# (if known): _____
 Address: _____ Phone: _____
 City/State/Zip: _____ Date: _____
 Authorized by: _____ Signature: _____
 Email: _____



UNION JURISDICTIONS

TEAMSTER UNION

Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving services and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor's expense.

CARPENTER UNION

Journeyman and Apprentice Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as crating and uncrating of machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. The booth size is 100 square feet (10' x 10') or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

GENERAL INFORMATION

FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

INSURANCE

Demers Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.



POV RULES

Please note as described in union jurisdictions, box trucks, commercial vehicles, Uhauls, ect. are not POV's and must be unloaded by Teamsters and full drayage prices will apply. During unloading driver must be with the vehicle at all times, lights must remain on when unloading and there is a 20 minute time limit to unload.

POV



Not a POV



LIABILITY AND INSURANCE BULLETIN

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for damage to uncrated materials, improperly packed materials, or concealed damage.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the event. Bills of lading covering outgoing shipments which are furnished to DEMERS EXPOSITION SERVICES, INC. by exhibitors will be checked at time of our actual pick-up from booth and corrections made where discrepancies occur.

DEMERS EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.

DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event, DEMERS EXPOSITION SERVICES, INC.'s liability shall be limited to \$0.30 per pound.

DEMERS EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's materials which may make it impossible to exhibit same.

The consignment or delivery of a shipment to DEMERS EXPOSITION SERVICES, INC. by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

EXHIBITORS REQUIRING ADDITIONAL INSURANCE COVERAGE SHOULD ARRANGE TO PLACE SAME THROUGH THEIR AGENT OR BROKER.

