

CAPITAL[®] convention contractors

**A Complete Service Presentation
Prepared Especially
For:**



NH State Home Show

**September 24 – 26, 2021 and March 2022
DoubleTree by Hilton Manchester Downtown
Manchester, NH**

**Presented to:
Sharon Wayman
NHHBA
119 Airport Road
Concord, NH 03301**

February 10, 2021

**Presented by:
Tom Kalnicki
Capital Convention Contractors
153 Northboro Road, Suite 6
Southborough, MA 01772**

153 Northboro Road ~ Suite 6 ~ Southborough, MA 01772 ~ (877)-335-3700 ~ fax (508)-481-1150

Executive Summary

Capital Convention Contractors is proud to be included in the selection process as the official service contractor for the **New Hampshire State Home Show** to be held at the DoubleTree by Hilton Manchester Downtown in Manchester, NH.

Based on our knowledge of your show, we are pleased to present this comprehensive proposal that includes all the products and services that we feel confident will make your event a complete success.

Capital is committed to implementing operational and production strategies, result-oriented service programs, and a competitive cost structure. We are certain that a collaborative relationship between NHHBA and *Capital* will produce results that surpass your expectations for an official service contractor to deliver a truly outstanding event experience.

Capital's goal is to provide a dynamic environment for Show Management, its attendees, and exhibitors.

It is our understanding that your primary objectives for the show as it pertains to a general service contractor are:

- To receive competitive pricing structure that does not compromise service and equipment.
- To provide the best possible service and value available to your associates and exhibitors.
- To work with a creative, forward thinking contractor who can evaluate your event needs and work with you to develop solutions that will satisfy your goals for the show.

CAPITAL[®]
convention contractors

EXCEEDING YOUR EXPECTATIONS!

Show Management Services and Equipment

Decorating Package

Capital will offer a complete decorating package as described below:

Quantity	Description	Each Includes
As required	Exhibit packages	8' High back wall 8' High side drape Installation & dismantle
As needed	Floor marking of exhibit hall	Floor marking & removal
As needed	Floor plan design & approvals	Revisions as necessary
As required	7" x 44" Exhibitor ID sign	Production
Up to four	Registration counters	Headers/Installation & dismantle
Up to fifteen	Bar stools/chairs for registration only	Installation & dismantle
As needed	6' or 8' draped tables for registration only	Installation & dismantle
As needed	Wastebaskets for registration only	Installation & dismantle
Up to 35	6' draped tables for exhibitors	Installation & dismantle
As needed	8' High masking drape	Installation & dismantle
One	10' x 10' Hard wall office with locking door	Installation & dismantle

The decorating package price above will be offered at a cost of **\$7,200 in 2021 for the Expo Center Only and \$10,200 for 2022 based on the Expo Center, Ballroom, and Armory. If the Show is downsized in 2022 due to Covid-19, Capital will adjust pricing accordingly.** Any additional signs and furniture can be ordered at the rates listed within this proposal.

Signs and Banners

For unmistakable directional guidance, *Capital* will design and produce a well-planned sign and directional system that clearly labels exhibits, registration, and other necessary information. We will require the copy to be submitted at least four weeks prior to the move-in of the show. Late graphics may be assessed an additional charge. The rates below are for any signs requested above and beyond the Decorating Package:

Quantity	Description	Includes	Cost
As required	1-meter directional	Design, installation & removal	\$225 each (single-sided) \$395 each (double-sided)
As required	22"x 28" signs	Design, installation & dismantle	\$45.00 each
As required	28"x 44" signs	Design, installation & dismantle	\$65.00 each
As required	Banners	Design & production	\$10.00 per sq. foot

Show Management Furniture Rates

Capital will provide Show Management with the following standard furnishings at the rates listed for any furnishing required above and beyond the Decorating Package:

- 4' Draped tables \$25.00 each
- 6' Draped tables \$30.00 each
- 8' Draped tables \$30.00 each
- Undraped 4', 6' or 8' tables..... \$12.00 each
- Padded chairs \$15.00 each
- Barstools..... \$15.00 each
- Folding chairs \$3.00 each
- Bag racks..... \$20.00 each

Capital Convention Contractors Management Team

Account Executive

Tom Kalnicki will handle all planning and details of your event, and act as a liaison between all departments at *Capital*, NHHBA, and the DoubleTree by Hilton Downtown Manchester.

General Foreman

John Strunk will be responsible for production of your event at show site as it relates to booth set up, sign hanging, all labor, and freight handling. John also has a dedicated staff of zone supervisors who will assist him in his efforts.

Exhibitor Customer Service

Our team of dedicated Customer Service Representatives will interact with your exhibitors to ensure they have everything they need to ensure a productive and successful trade show.

Exhibitor Services and Equipment

Exhibitor Service Center

Capital will maintain an Exhibitor Service desk throughout the move-in process, and throughout the entire move-out. The Service desk will serve as the focal point in the coordination of all details during the show and will also serve as the supply center for the following services:

- Furnishing Rentals
- Complete Sign Service
- Labor Pool
- Drayage Information and Service

A professional Exhibitor Service Representative will operate the Exhibitor Service Center. The ESR will have at hand; the exhibitor list, floor plans and all other pertinent show information to expedite services to all exhibitors and show managers. If requested, *Capital* can provide a move-out letter detailing the move-out procedure and place a copy of this flyer into each booth prior to move-out.

Tom Kalnicki, your Account Executive, will supervise the installation of booth equipment and serve as a liaison in coordinating the various phases of exhibitor set-up, thus assuming the responsibility of the exhibit area.

YRC (official show carrier) may provide professional on-site assistance for exhibitors during the move-out.

Exhibitor Service Manual

Forms will be provided for the Exhibitor Service Manual for mailing to each exhibitor who has contracted for space in your show. These forms will be presented to you for your inspection and approval and then emailed per your exhibitor list at a minimum of 90 days prior to move-in.

Capital will telemarket each exhibitor to assist them in securing the discount prices listed in the service manual and advise each exhibitor with information on the transportation options available to save them time and money.

Cost..... No Charge

Exhibitor Material Handling

Capital will provide exhibitors with advance warehouse storage up to 30 days prior to move-in as well as on site drayage service. *Capital* will unload the exhibitor's materials at the loading dock, deliver the materials to the booth, remove the empty crates and return the empty crates to the booth at the conclusion of the show. *Capital* will also load the exhibitor's materials on the exhibitor's designated carrier.

- Advanced warehouse rate..... **\$55.00 per CWT (100lbs.)**
- Direct show site rate..... **\$50.00 per CWT (100lbs.)**

Exhibitor Labor Rates

Capital will provide exhibitors with professional labor for those who need assistance.

- Straight time rate..... **\$65.00 per hour**
- Overtime rate..... **\$97.50 per hour**

Note: Straight time rates apply Monday through Friday from 8:00 a.m. – 4:30 p.m.
Overtime rates apply Monday through Friday from 4:30 p.m. – 8:00 a.m. and all day Saturday and Sunday.

Complete Price Summary

Show Management Price Summary

Decorating Package.....As noted

Signs and Banners

1 – Meter single-sided directional.....\$225.00 each
1 – Meter double-sided directional.....\$395.00 each
22"x 28" signs.....\$45.00 each
28"x 44" signs.....\$65.00 each
Banners.....\$10.00 per square foot

Show Management Furnishing Rates

Show Management Furnishing Rates

4' Draped tables \$25.00 each
6' Draped tables \$30.00 each
8' Draped tables \$30.00 each
4', 6', or 8' undraped tables..... \$12.00 each
Padded chairs \$15.00 each
Barstools..... \$15.00 each
Folding chairs \$3.00 each
Bag racks..... \$20.00 each

Exhibitor Price Summary

Exhibitor Service Center.....No Charge

Exhibitor Service Manual.....No Charge

Exhibitor Material Handling

Advance rate..... \$55.00 per CWT (100lbs.)
Show site rate..... \$50.00 per CWT (100lbs.)

Exhibitor Labor Rates

Straight time rate.....\$65.00 per hour
Overtime rate.....\$97.50 per hour

Conclusion

We believe we have addressed the major requirements of your event and are confident that the outline of costs is competitive within the marketplace.

We understand how important the look of your Home Show is and will work closely with you and our designers to create an exciting event!

We look forward to your choosing *Capital*.

Acceptance



NH State Home Show

September 24 – 26, 2021 and March 2022
DoubleTree by Hilton Manchester Downtown
Manchester, NH

Capital welcomes the opportunity of working with NHHBA. If our proposal for these services at your show meets your approval, please sign a copy, and return the agreement to confirm our arrangements.

Submitted by:

Capital Convention Contractors, Inc.

Tom Kalnicki

Date

Accepted by:

Sharon Wayman

Authorized Signature

12/15/2021

Date

**PLEASE RETURN THIS SIGNED FILE COPY
THANK YOU**

Trade Show Agreement

This Trade Show Agreement is entered into by and between *Capital* and NHHBA on the date the agreement is signed on page eight (8) of this document.

1. **Insurance:** *Capital* carries adequate liability and other insurance. A certificate of Insurance will be provided upon request.
2. **Cancellation:** Should an emergency of any nature arise prior to the opening of the **New Hampshire State Home Show**, which would prevent its scheduled opening, such as destruction or damage to the exhibit building by fire, wind, storm, or acts of God, etc., reimbursement to *Capital* is to be made only to the extent of actual cost reflected by labor timecards and special materials purchased for use in your show. Time and expenses for preparatory work plans or meetings are not to be reimbursed regardless of time of cancellation.
3. **Payment Policy:** *Capital* requires a 50% advance deposit due (30) thirty days prior to the show. The final balance will be due (30) thirty days from receipt of final invoice. Invoice summaries will be provided prior to move-in for your review, updated at show site, and finalized prior to move-out.
4. **Independent Contractor:** The parties shall be and act as independent contractors and under no circumstances shall this agreement be construed as of agency, partnership, joint venture, or employment between the parties. Nothing contained in this agreement shall be deemed to create, in part, the right or authority to incur any obligation on behalf of the other party, or to bind the other party in any way.
5. **Limited Liability:** In an action for breach of this agreement, *Capital* will not be liable to the Client for any lost profits or other incidental, special or consequential damages for any of its acts or omissions whatsoever, whether or not appraised of the possibility or likelihood of such damages or lost profits.
6. **Binding Nature of the Agreement:** This agreement shall be binding upon and benefit the respective successors and assigns of the parties, and *Capital's* right to perform under this agreement shall not be affected by the sale, merger or acquisition of the Show.
7. **Indemnification:** Subject to Section 5, each party agrees to indemnify and hold the other party harmless from any and all claims, demands, costs and expenses, including reasonable attorney's fees for the defense thereof, arising from the indemnifying party's, or its employee's, agent's or representative's wrongful or neglectful act or omission in or about the Venue(s). This Section 7 shall survive termination of this agreement.
8. **Complimentary and Discounted Services:** The complimentary and discounted services provided within this proposal are based upon delivery and pickup of the complimentary and discounted services occurring simultaneously with the scheduled installation and dismantle of the exhibits. Should Show Management require these services to be provided early or dismantled later, we reserve the right to assess the appropriate fees.