



Dear Exhibitor,

Thank you for your upcoming participation in the Hartford Courant Travel Show. This event will take place on Saturday, October 21, 2017 at the Connecticut Convention Center in Hartford, CT.

Included in this packet you will find important order forms and information regarding your operational needs at the Show. These forms provide information on the following: shipping, setup/teardown, insurance, booth ID signage, electrical needs and lunch orders.

If you need additional information on booth furniture rental, booth labor, drayage (freight handling), booth cleaning or audio/visual equipment rental, Demers Exposition Services will be the official contractor for these services. You can contact Demers Exposition Services Department directly at (860) 882-0003 to order any of these services. All other questions should be directed to my attention at lrobinson@courant.com or call 860-241-6548.

The entire Hartford Courant Travel Show staff and I look forward to assisting you and wish you a most successful show.

Sincerely,

Liesl Robinson
Project Manager
Transcend Events Group
Hartford Courant Media Group



SHIPPING INSTRUCTIONS & MOVE-IN

October 21, 2017 / Connecticut Convention Center / Hartford, CT

The Convention Center will not accept shipments in advance of show move-in. If you need to arrange advanced shipping of your materials, you may do so through our contractor Demers Exposition Services. Please review the information for shipping in the **Demers Exhibitor Services Package – pages 14-17. Material Handling Charges will be incurred for this service.**

Shipments consigned to the advanced warehouse should be addressed as follows:

**To: (Name of Exhibitor & Booth Number)
For: Hartford Courant Travel Show
c/o Demers Exposition Services, Inc.
151 a Park Ave
East Hartford, CT 06108**

Shipments for this event may be consigned directly to the Connecticut Convention Center. Any shipments being sent to the Connecticut Convention Center **can only arrive during set up on October 20th from 8:30am-5pm.**

Shipments consigned directly to the Connecticut Convention Center should be addressed as follows:

**TO: (Exhibiting Company Name & Booth #)
FOR: Hartford Courant Travel Show 2017
Connecticut Convention Center
100 Columbus Blvd.
Hartford, CT 06103**

Exhibitor Move-In Schedule:

Friday, October 20, 2017 from 2:00pm-6:00pm
Saturday, October 21, 2017 – 7:00am-9:30am

Show Dates and Hours:

Friday, October 20, 2017 –6:00pm-8:00pm, Travel Agent Reception Only
(located at CT Convention Center, Adriean's Landing-2nd Floor)
Saturday, October 21, 2017 – 10:00am-4:00pm

Exhibitor Move-Out Dates and Hours:

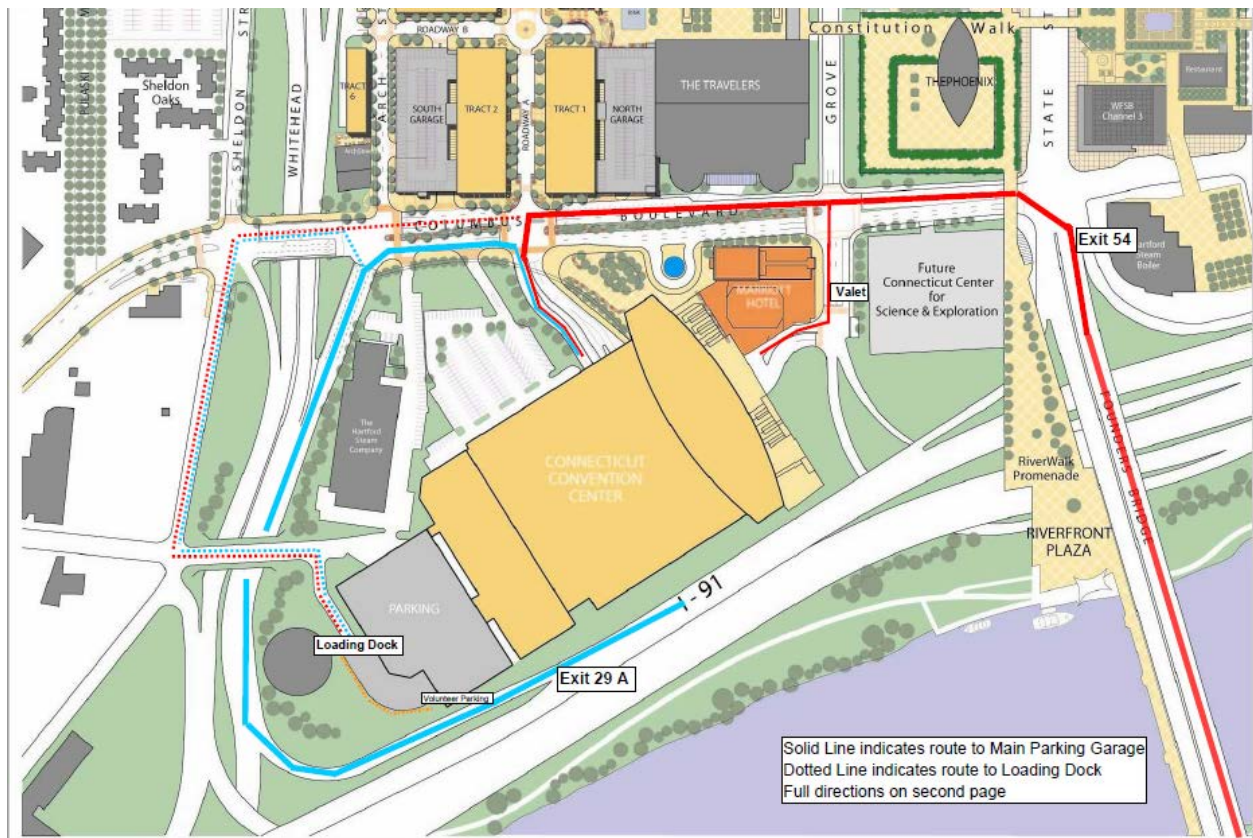
Saturday, October 21, 2017 – 4:00pm-9:00pm

SHIPPING INSTRUCTIONS & MOVE-IN

October 21, 2017 / Connecticut Convention Center / Hartford, CT

EXHIBITOR PARKING & LOAD IN AREA

The Connecticut Convention Center does provide adequate parking for all exhibitors and attendees. The exhibits will be taking place in the Exhibit Hall B. If you have large equipment to bring into the convention center, please notify the staff at registration and we will direct you to the load in door to accommodate your move-in. For parking information and directions into the Convention Center look at the map and directions document below.



Loading Dock Directions
100 Columbus Blvd., Hartford, CT. 06103
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 the Downtown Hartford exit over the Founder's Bridge
- Stay in LEFT LANE
- At end of ramp, turn LEFT onto Columbus Boulevard
- Follow Columbus Boulevard four (4) lights
- At the 4th light, turn 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



GENERAL INFORMATION & GUIDELINES

October 21, 2017 / Connecticut Convention Center / Hartford, CT

LOCATION OF EXHIBITION

Connecticut Convention Center, Exhibit Hall B, 100 Columbus Blvd, Hartford, CT
06103

BOOTH DECORATION INFORMATION

All Show booths receive the following as part of their booth space package:
10' wide x 10' deep space, one company identification sign (7" X 44"), three foot high side rail drape and eight foot high back wall drape, one six foot draped table, two chairs and wireless internet. Please note that the exhibit hall will be carpeted with blue carpeting. You do not need to purchase carpet unless you desire a different color for your booth. We will also provide one standard electrical outlet as needed. Please complete and return immediately the electrical order form found in this kit.

EXHIBITOR CHECK-IN DESK

The exhibitor check-in desk will be located just inside the lobby of the Exhibit Hall B.
All exhibitor personnel must stop by this desk to pick up an exhibitor badge.

EXHIBITOR REFRESHMENTS & LUNCH

We will have a dedicated exhibitor lounge stocked with complimentary coffee and snacks, located in the Show Office located in the lobby just outside Hall B.

The Convention Center concession stands will be open with a variety of lunch options for exhibitors to purchase.

CHECK LIST & HOTEL BLOCKS

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Use this checklist to help you prepare for the show!

Exhibitors benefit by ordering services or materials by the deadline dates. Last minute delays will be avoided and a smoother running show will be the result. It is recommended that all orders be in writing and that you keep copies and bring them to show site.

ITEM / SERVICE	DATE	SUBMIT TO
Booth ID Sign Order	Wed 10/11/17	• Show Management
Electrical Order Form	Wed 10/11/17	• Show Management
Shipment to Convention Center	Mon – Fri, 10/16 – 10/20	• Demers Exposition Services
Discounted Rates for furniture, booth décor, etc.	Friday 10/6/17	• Demers Exposition Services
Certificate of Insurance	Prior to Show	• Show Management

HOTEL RESERVATIONS

We have secured a new room block at a nearby hotel. See below for details. You must book by deadlines listed below to receive the group rate. Please reference the Hartford Courant Travel Show event when booking your room.

Holiday Inn Hartford Downtown

100 East River Drive
 East Hartford, CT 06108
 P: (877) 834-3613

(Ask for group block for Hartford Courant Travel Show in order to receive discounted rate)

Group Rate: \$99/night
 Cut-off: Friday, October 6th

CERTIFICATE OF INSURANCE

October 21, 2017/ Connecticut Convention Center / Hartford, CT

CERTIFICATE OF INSURANCE

We recommend all companies exhibiting at the Hartford Courant Travel Show obtain a certificate of insurance prior to setting up your exhibit to protect your company from any unforeseen accidents while at the show. This type of insurance costs minimal to obtain.

You can obtain this “broad form of endorsement” from your insurance carrier. The amount should be no less than \$1 million of comprehensive general liability insurance. Such insurance shall name the Hartford Courant Media Group, the Connecticut Convention Center and its officers, directors, and employees as additional insureds.

Please note: if you will be doing any type of food or drink sampling in your booth, the Connecticut Convention Center requires that you must obtain this type of insurance and provide proof to show management, no exceptions!

Please send your insurance certificate to Liesl Robinson, lrobinson@courant.com, prior to arriving for setup at the Connecticut Convention Center.

You can also mail or fax your Certificate of Insurance to:

Hartford Courant Travel Show
c/o: Tribune Events Group
Attn: Liesl Robinson
285 Broad Street
Hartford, CT 06115

Phone: (860) 241-6548

Fax to: (717) 650-3832



EXHIBITOR BOOTH ID SIGN

October 21, 2017 / Connecticut Convention Center / Hartford, CT

Exhibit Booth Identification Signage Form

Deadline Date: Wednesday, October 11, 2017

Your booth comes with a complimentary Booth Identification Sign (7" X 44") that will show your Company Name and Booth Number. **To alleviate any errors, please print below how you want your Company Name to appear on that sign.**

COMPANY NAME (as it should read on the 7" X 44" sign):

(Please print)

BOOTH #(s) _____

Email or fax back this form immediately to Show Management at:

Fax: (717) 650-3832

Email: lrobinson@courant.com

ELECTRICAL ORDER FORM

October 21, 2017 / Connecticut Convention Center / Hartford, CT

Electrical Order Form

Deadline Date: Wednesday, October 11, 2017

We will provide one standard 110v electrical outlet at your booth if needed. Electrical needs required beyond one standard, you will need to purchase direct from the Convention Center. Please complete this form whether you require electrical or not.

Company Name _____

Booth # _____

Yes, I need electrical at my booth.

No, I will not need electrical at my booth.

Email or fax back this form immediately to Show Management at:

Fax: (717) 650-3832

Email: lrobinson@courant.com

SHOW RULES & REGULATIONS

October 21, 2017 / Connecticut Convention Center / Hartford, CT

SHOW RULES AND REGULATIONS

- * Exhibitors are expected to have personnel attending their booths **at all times** during Show Hall hours.
- * Fire and safety regulations require that aisles be kept clear at all times. Please be sure that your tables and other booth furnishings remain within the limits of your booth; display materials cannot be placed past the edge of your side drape line. We recommend that you place your table further back in your booth. This invites attendees to enter your booth and avoids the appearance of overcrowding, which discourages additional visitors.
- * Leafleting and other promotional activities must take place within the confines of your booth, not in the aisles or doorways.
- * No hand-written signs may be used at the Show. Also, taping or pinning of display materials to the walls of the Connecticut Convention Center or to the booth draping is strictly forbidden. If additional S hooks are required to hang banners, please see a staff member onsite.
- * Noise Complaints – Please be aware of the noise coming from your booth. Any music or TV's within your booth space must be played at levels that do not disturb exhibitors around you, and does not interfere with conversations with attendees. No bull horns or other such loud devices are permitted to be used at the show. Any such complaints that come from neighboring exhibitors or attendees, offending exhibitor must cease activities all together. Show Management reserves the right to remove such activities or exhibitor from the floor if not compliant.

MATERIAL HANDLING

If you are shipping your materials to either the advanced warehouse or direct to the Convention Center all shipments received will incur a material handling charge to deliver to your booth. We have negotiated discounted material handling charges with Demers Exposition Services, depending on the size of your shipment. Please refer to pages 14 & 15 of the Demers exhibitor services kit for a list of those fees.

If you are bringing your materials with you and not shipping in advance, please be sure to bring a two-wheeled cart to move your materials as carts will be very limited onsite, no fees will be incurred when you bring your own materials.