



10 Main St, Second Floor, Cotuit, MA 02635 | 508-827-4639

2018 CCLA PES TRADE SHOW

TRADE SHOW GUIDELINES

Set up time:

Thursday, March 1, 10:00 A.M. until 6:00 P.M.

Booths may be setup during this I'm only.

Breakdown is immediately following the completion of the show.

Show Info:

Interior booth space is an 8' x 10' area.

The show colors are silver and white.

Tables, tablecloths, skirts and chairs are **NOT PROVIDED BY CCLA.**

They may be ordered from the show's official company SER Exposition Services. SER Exposition Services may be reached at 508-757-3397 or serexpo.com. Please call to order supplies or request a service kit, if you have not yet received one.

Trade Show:

9:00 A.M - 3:00 P.M.; *please note new times!*

Raffles:

Vendors are encouraged to donate gifts for the raffle which will take place throughout the day. Raffle recipients will be sent to the vendor's booth to promote vendor traffic.

Electrical:

Electricity wired to your booth is charged at \$100 and must be ordered in advance

Hotel Rules:

Any type of equipment brought into the hotel must have protection for the floor. Vendors will be solely responsible for providing protection for the floors, walls, surfaces, etc. as needed to prevent any damage to the hotel and conference center property.

Booth Info:

Due to space limitations it is necessary to limit inside personnel to two per booth.

Names of the people working your booth must be to CCLA by February 23, please email them to ccla1999@comcast.net with BADGES in the subject line.

Any booth having more than two people working will be charged accordingly.

Name tags will be distributed at the registration desk on March 1.

Anyone without a name tag will not be allowed access to the show.

Outside Area:

Exterior space is available for \$200.

The space will have a tented area which will be heated.

The space will be located in a designated area and vendors will be permitted to display large machinery, vehicles, etc.

Note:

Participants are solely responsible for their own display and contents.

Attendee lists will be available following the show upon request.

The wi-fi password is **ballroom**.

Hotel:

Discounted hotel rooms are available by mentioning CCLA at time of booking.

The hotel is located at 35 Scudder Avenue in Hyannis.

Phone number is 866-828-8259.

CCLA:

Our email is ccla1999@comcast.net if you need additional information.

Special Note:

IN ACCORDANCE WITH THE TOWN OF BARNSTABLE AND THE HOTEL ANY EQUIPMENT INVOLVED IN THIS INSIDE ASPECT OF TRADE SHOW MUST ADHERE TO THE FOLLOWING:

- UNREGISTERED EQUIPMENT MUST NOT CONTAIN ANY FUEL
- REGISTERED EQUIPMENT MA CONTAIN ONE GALLON O LESS OF FUEL
- YOU MAY HAVE OIL IN THE MACHINE
- GAS CAPS MUST BE DUCT TAPED WITH NO GAS IN THEM
- BATTERIES MUST BE REMOVED
- IGNITION KEYS MUST BE REMOVED
- NO EXCEPTIONS TO THE ABOVE RULES

THE FIRE MARSHALL WILL PERFORM AN INSPECTION BEFORE THE SHOW CAN BE DECLARED OPEN.

Updated: 02-02-2018