

EXHIBITOR SERVICE MANUAL

NRRA's 2024 Annual Recycling Conference & Expo



Services Provided by: Taylor Rental Concord



276 N State St, Concord, NH 03301

NRRA's 2024 Annual Recycling Conference & Expo

Grappone Conference Center

Concord, NH

June 3-4, 2024

Dear Exhibitor:

Taylor Rental Concord is pleased to have been selected as the Official Service Contractor for the upcoming **NRRA's 2024 Annual Recycling Conference & Expo**. In our commitment to better serve you, we have prepared this Exhibitor Service Manual with all the product details you may need for this event.

Please carefully review all the information in this Exhibitor Manual paying specific attention to the posted deadlines and policies. Reservations for additional items are required in advance. Upon reservation, a contract will be emailed to you for signature.

For your convenience, please refer to the Event Quick Facts page for important event-specific information. If you have any additional questions about Taylor's services or equipment, please do not hesitate to contact us at 603-224-1931 or info@taylorrentalconcord.com and reference Event 53706.

Taylor Rental Concord understands the importance of your participation in this event, and we will work with you to make the event a complete success for you and your company!

Sincerely,

Taylor Rental Concord



EVENT QUICK FACTS

Booth Space

Your allotted space is 10' wide x 6' deep. Each space includes the following items.

- 8' high back drape (hunter green & white)
- 3' high side drape (hunter green)
- 6' draped table (white)
- (2) chairs (brown)
- (1) exhibitor ID sign
- (1) wastebasket

Additional Facts:

- Exhibit Hall is Carpeted

Schedule

Exhibitor Set-up:

Sunday, June 2 - 3:00 p.m. – 6:00 p.m.

Monday, June 3 - 6:30 a.m. – 7:30 a.m.

Exhibit Hours:

Monday, June 3 - 7:30 a.m. – 5:15 p.m.

Tuesday, June 4 - 7:30 a.m. – 3:45 p.m.

Exhibitor Dismantle:

Tuesday, June 4 - 4:00 p.m. – 5:00 p.m.

******Exhibitors may not break down prior to 4:00 p.m.******

Advance Shipments

If you would like to ship items in advance and have Taylor Rental Concord deliver your items to the Conference Center on your behalf, please use the following procedure. ****UPS Preferred****

1. **All items must arrive by: Thursday, May 30, 2024**
2. Items must be shipped to the following address:

Taylor Rental Concord
Attn: EXHIBITOR NAME and Booth #
276 North State Street
Concord, NH 03301

3. You are responsible for all costs associated with advance shipments.
4. Any items received by Taylor Rental Concord will be brought to the Conference Center and placed at the specified booth. **Packages will be transported and left unopened.** Taylor Rental Concord is not responsible for damage or inspection for damage to packages shipped in advance.
5. If you would like to ship items back for return, you must package and label the items for shipment from Taylor Rental Concord via UPS.
6. You are responsible for all costs associated with return shipment.
7. Shipments to and from Taylor Rental Concord must not require special handling.

Any items received after Thursday, May 30, 2024, will not be transported to the Conference Center.

Additional Equipment Ordering

If you would like to rent additional equipment to use for the conference that is not included with the standard booth, please contact Taylor Rental Concord directly. We can be reached by phone or email. Orders must be paid for in advance.

Orders received with full payment by **May 27, 2024**, will pay pricing according to the attached table. Any orders placed after May 27, 2024, or orders requested during event set up are **subject to availability** and are not guaranteed. Additional delivery and set up fees for these items will be applicable. A credit card and signed contract are required for all additional rentals.

Additional Items

Below is a list of common items that are available to reserve with your booth rental for the expo. Additional items can be found on our website: www.taylorrentalconcord.com. All items are subject to availability and require prepayment to guarantee reservation. A credit card is required for all reservations.

Advance Order Price Deadline: May 27, 2024

Item Name	Description	Price if Paid in Full on or Before 05/27/24	Price if Ordered After 05/27/24
Table 8' x 30"	Wood Top - Metal Folding Legs - No Linen	12.00	18.00
Table 6' x 30"	Wood Top - Metal Folding Legs - No Linen	12.00	18.00
Table 6' x 18"	Wood Top - Metal Folding Legs - No Linen	12.00	18.00
Table 4' x 30"	Wood Top - Metal Folding Legs - No Linen	12.00	18.00
Table 35" x 35"	Plastic Top - Metal Folding Legs - No Linen	12.00	18.00
Table 30" Hightop	Wood Top - 42" Pedestal Leg	13.00	19.50
Table Riser 6'	10" Rise - Includes Skirt	40.00	60.00
Chair - Brown	Plastic Folding	1.65	2.48
Chair - White	Plastic Folding	2.20	3.30
Chair - White Bistro	Decorative Back - Stacking	3.85	5.78
Chair - White Resin	Padded Seat - Folding	4.40	6.60
90x156 Linen	Floor Length on 8' Table	28.00	42.00
60x120 Linen	Halfway to Floor on 8' or 6' Table	16.00	24.00
72x72 Linen	Halfway to Floor on 4' or 35" Table	12.00	18.00

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90" Linen	Halfway to Floor on 30" High top Table	16.00	24.00
108" Linen	Almost Floor Length on 30" High top Table	20.00	30.00
Extension Cord 100'	One Outlet - 12 Gauge	25.00	37.50
Extension Cord 50'	One Outlet - 12 Gauge	18.00	27.00
Wastebasket		2.00	3.00
Retractable Stanchion	Black - 8' Belt (1 Unit)	27.00	40.50
Poster Board Easel	Black - 6' Tall (Not for Heavy Displays)	3.00	4.50
Display Easel	Silver - 6' Tall (Suitable for Framed Displays)	5.00	7.50
Raffle Drum Jumbo		22.00	33.00
Raffle Drum Small		13.00	19.50
8' Custom Backdrop	Extra 3' Wide Drape (4 Required per Backdrop)	6.00	9.00
3' Custom Sidewall	Extra 3' Wide Drape (3 Required per Sidewall)	3.00	4.50
Drape Crossbar	Extra 6'-10' Expandable Rod	5.00	7.50
8' Upright & Base	Extra Backdrop Upright	4.00	6.00

****YOU MUST INDICATE COLOR SELECTION AT THE TIME OF BOOKING******ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED BY MAY 27, 2024.**

- ⇒ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. All payments are non-refundable.
- ⇒ All materials are on a rental basis and remain the property of Taylor Rental Concord.
- ⇒ The renter is responsible for all items ordered and for its condition at close of show.

Ordering Additional Equipment

All items can be viewed [here](#). Ordering Options:

1. Visit our website and place all desired items in “Your Cart” and submit a Quote Request (ONLY A QUOTE).
2. Call the office directly at 603-224-1931.
3. Email your request directly to info@taylorrentalconcord.com.
4. Remember: Orders are not confirmed until payment in full and a signed contract has been received by Taylor Rental Concord.

Don't see what you need?

Call Taylor Rental Concord for additional options. 603-224-1931

Please Note:

- Actual available products may vary. Please contact Taylor Rental Concord to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

Policies

Please be aware of our payment and pricing policies.

1. All charges must be paid prior to the delivery of goods or services.
2. Orders received without full payment will not be processed.
3. By providing your credit card information via phone, email, or mail you authorize Taylor Rental Concord to process payment in full for rental, delivery, labor, damage or additional fees to provided credit card.
4. ALL PAYMENTS ARE NON-REFUNDABLE.
5. Terms and Conditions of Rental Contract can and should be reviewed [here](#).

US Fire Department Regulations

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (*special requirements available upon request*).
5. Use of compressed gasses. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACK WALL IS STRICTLY PROHIBITED.