

# SHOW FACTS

## Cooperative Credit Union Association & Credit Union League of Connecticut



### APEX 2025

Mohegan Sun, Uncas Ballroom  
October 15-17, 2025

APEX 2025, Mohegan Sun, Uncas Ballroom, October 15 - 17, 2025

#### BOOTH EQUIPMENT

Each 8' x 10' booth space includes one 8' high back drape, two 3' high side drapes, one 6' skirted table, two folding chairs, one wastebasket and one 7"x44" booth ID sign. Drapery colors are blue and gold.

#### EXHIBIT HALL CARPET

The Uncas Ballroom is carpeted.

#### DISCOUNT PRICES

In order to receive the discounted rates listed in this manual, we must receive your order by:  
**Wednesday, October 1, 2025. Order online (see page 2) and save the 8% Administrative Fee.**

#### SHOW SCHEDULE:

##### Exhibitor Move-In:

Tuesday, October 14, 2025 from 4:00pm - 6:00pm  
Wednesday, October 15, 2025 from 7:00am - 9:15am

##### Show Hours:

Wednesday, October 15, 2025 from 9:30am - 5:30pm  
Thursday, October 16, 2025 from 7:30am - 12:30pm

##### Exhibitor Move-Out:

Thursday, October 16, 2025 from 12:30pm-2:00pm

#### Important Shipping Information:

**DO NOT SHIP to HOTEL GUEST**

**All shipments for Exhibits must be directed to the official drayer.**

Shipments for booth equipment and supplies sent to hotel guest will be re-directed to Demers and incur re-direct fees. Please see pages 12-15 for more on material handling.



# ONLINE ORDERING

APEx 2025, Mohegan Sun, Uncas Ballroom, October 15 - 17, 2025

**Looking for an easier way to place your 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](mailto: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.**

**Last day to receive discount pricing is Wednesday, October 1, 2025.  
Floor prices apply after that date  
The Storefront will close on Wednesday, October 8, 2025.  
No online orders after that date.**



# 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

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 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.
- Payment must be received by **Wednesday, October 1, 2025** for discount pricing to apply.
- 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**



# STANDARD FURNISHINGS

Order Online and Save the 8% Administrative Fee

CARPETING				
QTY	Carpet Size	Advance	Floor	Subtotal
	9' x 10' Carpet	155.25	192.51	
	9' x 20' Carpet	274.28	386.05	
	9' x 30' Carpet	412.97	538.20	
	9' x 40' Carpet	513.36	662.40	
Carpet Color: Gray Blue Red Black Emerald Green (Circle Choice)				
SPECIAL CUT CARPETING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 4.37=				
CARPET PADDING				
Booth Size: _____ ft. x _____ ft. = _____ sq. ft. x 2.64=				
SKIRTED TABLES				
Skirt Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	97.29	114.89	
	2' x 6' x 30" high	114.89	125.24	
	2' x 8' x 30" high	125.24	137.66	
	2' x 4' x 40" high	113.85	123.17	
	2' x 6' x 40" high	123.17	150.08	
	2' x 8' x 40" high	150.08	171.81	
UNSKIRTED TABLES				
QTY	Table Size	Advance	Floor	Subtotal
	2' x 4' x 30" high	53.82	58.99	
	2' x 6' x 30" high	58.99	62.1	
	2' x 8' x 30" high	71.42	75.56	
	2' x 4' x 40" high	63.14	78.66	
	2' x 6' x 40" high	78.66	87.98	
	2' x 8' x 40" high	89.01	92.12	
WOOD TABLE RISERS				
QTY	Riser Size	Advance	Floor	Subtotal
	4' x 10" Undraped	50.72	61.07	
	6' x 10" Undraped	63.14	71.42	
	4' x 10" Draped	71.42	82.80	
	6' x 10" Draped	82.80	91.08	
Wood Table Riser Color is White				

CHAIRS				
QTY		Advance	Floor	Subtotal
	Upholstered arm chair	46.58	60.03	
	Black Bar Stool w/ foot rest	60.03	78.66	
	Tubular folding chair	20.70	26.91	
	Upholstered bar stool	136.62	182.16	
	Padded side chair	38.29	47.61	
SPECIAL DRAPERY/SKIRTING				
Drape Colors: Gray Blue Red Black White Green Burgundy (circle choice)				
QTY		Advance	Floor	Subtotal
	8' high drapery Per Linear Foot	7.87	10.04	
	3' high drapery Per Linear Foot	7.04	8.07	
	13'-long table skirting	70.38	87.98	
ACCESSORIES				
QTY		Advance	Floor	Subtotal
	Clothes Tree	69.35	98.33	
	Easel (Tripod Display)	52.79	58.99	
	Garment Rack	86.94	123.17	
	Panelboard	267.03	417.11	
	Pegboard	208.04	291.87	
	Stage (4' x 4' all heights up to 36")	112.82	157.32	
	Stage (4' x 4' w/ carpet & skirt)	162.49	230.81	
	Stanchion Post	58.99	75.56	
	Stanchion Belt	4.92	6.99	
	Waste Basket	20.70	25.88	

## - ORDER SUMMARY -

Subtotal:	\$	
6.35% Sales Tax:	\$	
8.00% Admin Fee:	\$	
Grand Total:	\$	

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Order online and save the 8% administrative fee.

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

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 860.882.0003 – Fax 860.579.3976 – Email info@demersexpo.com  
 www.demersexpo.com



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# ADDITIONAL BOOTH ACCESSORIES

Looking for an item you do not see? Please call our office for availability and pricing.



**Tote Bag Holder**



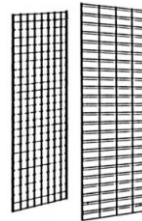
**Faux Tree**



**Literature Rack**



**Gondola**



**Gridwall**

\*Actual products may vary from images shown\*

ITEM	QTY	X	PRICE	=	TOTAL
TOTE BAG HOLDER/RACK		X	\$ 62.00	=	
SILK PALM TREE		X	\$ 72.00	=	
LITERATURE RACK		X	\$ 98.00	=	
COFFEE TABLE		X	\$ 129.00	=	
2'X6' GRIDWALL (MUST ORDER AT LEAST 2)		X	\$ 62.00 EA	=	
4' GONDOLA (COMES WITH 2 SHELVES)		X	\$ 232.00	=	
ADDITIONAL GONDOLA SHELVES (2 ADDITIONAL MAX PER GONDOLA)		X	\$ 25.00 EA	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

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Authorized by:	Signature:
E-mail:	

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# ELITE SERIES FURNITURE

APEx 2025, Mohegan Sun, Uncas Ballroom, October 15 - 17, 2025



SORRENTO WHITE



SORRENTO BLACK

## SORRENTO COUCH



SOUTH BEACH BISTRO 42" TABLE



SOUTH BEACH BAR CHAIR



SANIBEL BISTRO 42" TABLE



SANIBEL BAR CHAIR  
HIGH BACK ALSO AVAILABLE

## SOUTH BEACH

## SANIBEL



SORRENTO CHAIR WHITE



SORRENTO CHAIR BLACK

## SORRENTO CHAIR

ITEM	QTY	X	PRICE	=	TOTAL
SORRENTO COUCH WHITE		X	\$ 585.00	=	
SORRENTO COUCH BLACK		X	\$ 559.00	=	
SOUTH BEACH BISTRO 42" TABLE		X	\$ 290.00	=	
SOUTH BEACH BAR CHAIR		X	\$ 155.00	=	
SANIBEL BISTRO TABLE		X	\$ 290.00	=	
SANIBEL BAR CHAIR - LOW BACK		X	\$ 155.00	=	
SANIBEL BAR CHAIR - HIGH BACK		X	\$ 155.00	=	
SORRENTO CHAIR WHITE		X	\$ 310.00	=	
SORRENTO CHAIR BLACK		X	\$ 285.00	=	
SUBTOTAL					\$
6.35% SALES TAX					\$
8.00% ADMIN FEE					\$
GRAND TOTAL					\$

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**Order online and save the 8% administrative fee.**

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Authorized by:	Signature:
E-mail:	

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# AUDIO/VISUAL EQUIPMENT

**Your order must be placed in advance. A/V 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 technician assistance an \$98.50 per hour labor charge will apply. *REMINDER: You will need to order electricity through the venue, see page 22.*

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)		\$435	
42" LCD Flat Screen Monitor (tabletop)		\$490	
50" LCD Flat Screen Monitor		\$820	
Monitor Stand (fits 50" monitor only)*		\$155	
*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.		Sub-total	
		6.35% Sales Tax	
		8.00% Admin Fee	
		<b>Total</b>	



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# CUSTOM BOOTH RENTAL

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Added Side Rail Panels & Kiosk



Standard - No Side Rail Panels

## Standard custom booth rental package includes:

- Three full white backwall panels (8-10 linear ft total)
- Two full white sidewall panels (3 linear ft each side)
- Brushed aluminum trim
- One 9'x10' booth carpet
- One 30" high draped table
- One padded arm chair
- One wastebasket
- One Company I.D. Sign
- Show site delivery, setup and dismantle

## Optional add on items:

- 3' siderail panels
- 8" x 38" Plexi shelf
- One meter front reception kiosk

**Quantities are limited and are available on a first-come first-serve basis. This special booth package can not be ordered on show site.**

Other custom options available.  
Please call for a quote.



**\*Customizable panels with Logos and/or Graphics:** Prices quoted upon request. Please call 860-882-0003.

## Custom Graphic Specs:

Back Panel (3) - 38.25"x92.5" per panel, Side Panel (2) - 38.25"x92.5", Header (1) - 117.09"x14"

## PLEASE INDICATE YOUR CHOICES FOR THE FOLLOWING ITEMS:

9'X10' Carpet Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy
Table Length:	<input type="checkbox"/> 4'	<input type="checkbox"/> 6'	<input type="checkbox"/> 8'	
Table Skirt Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Gray	<input type="checkbox"/> Burgundy
	<input type="checkbox"/> White	<input type="checkbox"/> Green	<input type="checkbox"/> Black	
I.D. Sign Letter Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black	
I.D. Sign Text (up to 20 characters):				

ITEM	QTY	X	PRICE	=	TOTAL
CUSTOM BOOTH RENTAL		X	\$ 2060.00	=	
SET OF 3' SIDE RAIL PANELS		X	\$ 650.00	=	
8" x 38" PLEXI SHELF		X	\$ 125.00	=	
ONE METER RECEPTION KIOSK		X	\$ 755.00	=	
SUBTOTAL				\$	
6.35% SALES TAX				\$	
8.00% ADMIN FEE				\$	
GRAND TOTAL				\$	

PRINTED GRAPHICS ARE NOT INCLUDED, ADDITIONAL COSTS APPLY

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# DIGITAL GRAPHICS AND SIGNS

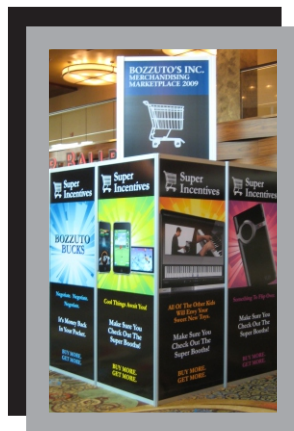
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## Your presentation is everything!

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 sign 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 type="text"/>	L	X	<input type="text"/>	W	=	<input type="text"/>	Square Feet
<small>Round length and width up to nearest foot</small>							
<input type="text"/>	Square Feet	X	\$10.00 per Sq. Ft. Discount Price or \$15.00 per Sq. Ft. Standard Price		=	<input type="text"/>	Total

In order to receive discounted price, order must be received by **Wednesday, October 1, 2025**.  
**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  
☐ Vinyl Banner

### 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 type="text"/>	Total X	<input type="text"/>	6.35% Sales Tax	+	<input type="text"/>	8.00% Admin Fee	=	<input 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:
E-mail:	

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# ARTWORK & FILE GUIDELINES

DES-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. Two overall considerations for submitting acceptable artwork involves 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 use to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- 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 shared via online file sharing with program of your choice, 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 uploaded to DES-Box Files. Please contact Demers at 860-882-0003 to obtain access.
- If your artwork files are below 6 megabytes they can be e-mailed to [info@demersexpo.com](mailto:info@demersexpo.com).



# HAND-CARRY POLICY

For the convenience and safety of all exhibitors and patrons, Mohegan Sun prohibits the transportation of all freight and exhibit materials through its lobby and other public spaces. Mohegan Sun will, however, allow certain items to be hand carried in or out of the facility during specified dates and times.

Hand carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanized equipment. Exhibitors may use two-wheeled hand trucks (see Exhibit A below), but will not be allowed to use four-wheeled carts or similar items (see Exhibit B below).

Exhibitors may not utilize or borrow any Hotel equipment for the purpose of loading in or out hand-carry items. This includes, but is not limited to, the bellman carts. Should exhibitors require assistance moving their items in or out of the facility, they will be referred to the Demers Service Desk located in the exhibit space, or to a Demers Exposition Services representative. Fees will apply for services rendered.

All hand-carry items moving in and out of the facility will be supervised, and are subject to Hotel and Convention Services approval. Mohegan Sun reserves the right to refuse hand-carry items for any reason.

Exhibitors found violating these procedures will be asked to turn items over to Demers Exposition Services in accordance with Mohegan Sun Convention Services regulations, and with the procedures set forth in this Exhibitor Services Kit.



## **Important Shipping Information:**

**DO NOT SHIP to HOTEL GUEST**

**All shipments for Exhibits must be addressed in C/O Demers Expo. Shipments sent to hotel guest will be re-directed to Demers and incur re-direct fees.**



# MATERIAL HANDLING ORDER FORM

Materials **MUST** be shipped in advance to the Demers Warehouse only, **there is no direct shipping 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: APEX 2025  
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: Wednesday, October 1, 2025**

**Rate: \$95.00 per cwt (100 lbs.) per shipment; weights are rounded to the next 100 lbs; minimum charge 2 cwt per shipment.**

**Special Handling:** Any material not crated or properly packaged will be subject to a handling fee of 75% of the total drayage charges.

**Double Stacked Freight:** All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

**Overtime:** see rate sheet page 14.

**Late shipments:** Items received at the Advance Warehouse after the Deadline Date will not be refused however a late fee of \$25.00 per cwt (\$100.00 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 \$25.00 per cwt, \$100.00 minimum applies.

**Insurance Liability:** By shipping to above address exhibitor agrees to terms and conditions of the attached LIABILITY AND INSURANCE BULLETIN on page 16.

### 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 the designated show carrier at the Demers Service Desk to take their shipment(s) at the close of the event for no additional material handling fee if drayage was paid on the inbound.
- All non-LTL carrier outbound shipments from show site will incur a \$1.35 per pound charge for outbound handling, a minimum outbound charge of \$95.00 will apply. Exhibitors must have printed pre-paid labels (FedEx/UPS). Freight will return to DES warehouse where the exhibitor can schedule a pick up from their carrier beginning on **Tuesday, October 21, 2025**. (Warehouse hours M-F 8:30am-3:30pm excluding holidays)
- Any freight left on show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.
- Empties may take up to one hour to return at the close of the show.

### PLEASE COMPLETE THE FOLLOWING:

	CARRIER	# PIECES	SHIPMENT WEIGHT <small>ROUND UP TO NEAREST 100 lbs</small>		CWT <small>Minimum Charge 2 CWT</small>	RATE per CWT	SUB TOTAL CHARGES	APPLICABLE OVER TIME CHARGES <small>ADD 25% OT per occurrence</small>	ESTIMATED CHARGES
SHIPMENT 1			lbs. ÷ 100 =			x			
SHIPMENT 2			lbs. ÷ 100 =			x			
SHIPMENT 3			lbs. ÷ 100 =			x			
SHIPMENT 4			lbs. ÷ 100 =			x			
<b>LATE SHIPMENT(s) to DES Warehouse</b>							\$25.00 per cwt	\$100.00 Minimum Charge	\$
<b>Order Online and Save the 8% Administrative Fee</b>								6.35% Service Fee	\$
								8.00% Admin Fee	\$
								<b>TOTAL ESTIMATED CHARGES</b>	\$

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 860.579.3976 – Email [info@demersexpo.com](mailto:info@demersexpo.com)  
[www.demersexpo.com](http://www.demersexpo.com)



**Demers  
Events  
& Expo  
Services**

# MATERIAL HANDLING RATE SCHEDULE

APEx 2025, Mohegan Sun, Uncas Ballroom, October 15 - 17, 2025

## Rate Classifications

- **Crated** - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Special Handling** - material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/ designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies such as Fed Ex, UPS or DHL, airfreight and local cartage companies, POVs and company trucks are included in this category due to their delivery procedures.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Small Packages** - A shipment of any number of pieces with a combined weight not to exceed 25lbs that is received on the same day, from the same shipped and delivered by the same carrier.
- **Double Stacked Freight** - All trucks and trailers must be floor loaded. Trucks & trailers must be loaded in a manner that a single forklift can remove freight without the assistance of j-bars or similar equipment to remove crates from trucks or trailers. Trucks or trailers that are loaded as mentioned will receive a 25% surcharge on drayage costs.

## Additional Fees May Apply

- Off-Target: Direct shipments that do not arrive on the date or time assigned.
- Late to Warehouse Fee: **Shipments arriving after Wednesday, October 1, 2025.**
- Early Shipment to the Warehouse: Any shipment arriving prior to Monday, September 15, 2025
- Refer to previous page regarding availability of warehouse for outbound shipments.
- Non-LTL Shipments Returned to Warehouse: Shipments returned to the warehouse at the close of the show will be charged an additional fee of \$1.35 per lb or \$95 minimum for outbound handling.
- Any freight left on the show floor without a DES Bill of Lading will be assessed a minimum 1-hour labor charge and it will be shipped out with the house carrier at the exhibitor's expense to the last known address from the inbound bill of lading.

## Overtime

- Overtime is Monday through Friday prior to 8:00am and after 4:30pm; all day Saturday and Sunday.
- Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times at a rate of 25% per occurrence.
- The show schedule is set by show management and the venue. Your shipment is moved into or out of showsite on overtime due to scheduling beyond Demers control.





# SHIPPING LABELS ADVANCE

Copy and use this label for Advanced Shipment to Warehouse.  
Please have shipment(s) arrive by  
**October 1, 2025** to avoid the late fee.

**APEX 2025, Mohegan Sun, Uncas Ballroom, October 15 - 17, 2025**

# RUSH!

**D  
E  
S  
  
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G  
H  
T**

TO:

*EXHIBITING COMPANY Please write exhibiting company's name in this box*

**APEX 2025**

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

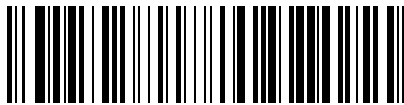
**c/o Demers Exposition Services, Inc.  
151A Park Ave  
East Hartford, CT 06108**

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces



APEX



MOHEGAN SUN



# LIABILITY AND INSURANCE BULLETIN

APEX 2025, Mohegan Sun, Uncas Ballroom, October 15 - 17, 2025

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 material 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 the time of our actual pick-up from exhibitor's 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 shipment) 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.**



# USE OF THE LOADING DOCK

Use of the loading dock to load / unload exhibit materials is available to exhibitors during scheduled move-in / move-out hours. **ALL exhibitors MUST FOLLOW** the procedures specified on this page in order to access and use the loading dock.

## **MOVE IN HOURS:**

Tuesday, October 14, 2025 from 4:00pm - 6:00pm  
Wednesday, October 15, 2025 from 7:00am - 9:15am

## **MOVE OUT HOURS:**

Thursday, October 16, 2025 from 12:30pm - 2:00pm

**THE DOCK IS CLOSED DURING ALL OTHER HOURS**

- Exhibitors must proceed directly to the Bear Lot, see next page for directions. Exhibitors will then be directed to the loading dock as space becomes available.
- Loading dock access is allowed **ONLY DURING** scheduled load-in and load-out hours. If loading out, you must first breakdown your booth before obtaining a Dock Pass in the Bear Lot.
- When arriving to the loading dock, you will be directed to either the self-unloading area or to the Demers unloading area. The self-unloading area is for mini-van/van style vehicles or smaller that the exhibitor can completely unload without the use of mechanized equipment. All other vehicles like straight trucks and trailers **MUST** be unloaded at the Demers assisted area (Drayage fee, with a minimum of 2 cwt applies to this service).
- At the self-unloading area, **YOU WILL HAVE 20 MINUTES TO UNLOAD / LOAD YOUR VEHICLE** without incurring a fee. Vehicles **MUST REMAIN RUNNING WITH LIGHTS ON** during this time. If you exceed the 20 minute time limit, **YOUR VEHICLE WILL BE REMOVED** from the loading dock by Demers staff.
- If you require more than 20 minutes to unload or load your vehicle, you **MUST HIRE DEMERS LABOR/DRAYAGE STAFF** to assist you in loading/unloading your vehicle and in moving your items to/from your booth. Fees will apply and must be paid at the time of service.
- Use of the loading dock is for **LOADING AND UNLOADING ONLY**. Once your vehicle is unloaded and exhibit items brought to your booth, your vehicle **MUST BE MOVED** to an alternate parking location. Your vehicle may not remain parked on the loading dock while you set-up your booth.



# BEAR LOT DIRECTIONS

Please use these directions to access the Bear Lot.  
The Bear Lot will be used as a staging (marshaling) lot for all vehicles requiring access to the loading dock.

You must first check-in at the Bear Lot before proceeding to the loading dock.

## From 395:

Take Exit 9 onto 2A East. Then take Exit 6 from 2A East (this turns into Mohegan Sun Boulevard). Turn Right at the first traffic light. Then take next right into Bear Lot. (you will likely see several large trucks staged in this lot).

## From 2A West:

Take Exit 2. Once off the exit ramp you will come to a Traffic Light (this is Mohegan Sun Boulevard). At this Light continue straight, crossing Mohegan Sun Boulevard. The Bear Lot entrance will be on your right. (you will likely see several large trucks staged in this lot).



Type the following code  
into GOOGLE MAPS for  
direction to Bear Lot:  
FWMC+J3 Uncasville, Montville, CT





# BEAR LOT TO LOADING DOCK

APEX 2025, Mohegan Sun, Uncas Ballroom, October 15 - 17, 2025



When exiting the Bear Lot, turn right onto Cove Rd. Remain in the right lane as you go down the hill passing the parking garage and vallet area on your left hand side. You will see signs below that say Loading Dock with our staff welcoming you in red shirts.



# LABOR ORDER FORM

ORDER ONLINE AND SAVE THE 8% ADMINISTRATIVE FEE!

## Display Labor

These craftsmen crate, uncrate materials, set-up and dismantle exhibits

STRAIGHT TIME 8:00am to 4:30pm, Monday - Friday  
OVERTIME 8:00am to 4:30pm, Saturday & Sunday  
4:31pm to 11:59pm, Monday - Sunday  
DOUBLE TIME 12:00am - 7:59am, Monday - Sunday & all Holidays

**\*Two Hour Minimum per Laborer**

Start time guaranteed only when labor is requested for the start of a working day (8:00am). Labor must be cancelled 72 hours in advance of start time to avoid estimated labor charges.

## Rates: per person/per hour

ADVANCE PRICE	SHOWSITE PRICE
\$101.95	\$145.94
\$152.92	\$219.29
\$203.89	\$292.39

Advance Pricing Deadline: Wednesday, October 1, 2025

## 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 the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

If you elect Demers Supervised Labor to assemble your display, the display must have complete explicit instructions. Any booth without complete explicit instructions will either incur additional labor costs for specialty labor or not be installed.

## DISMANTLE LABOR

☐

**Demers Exposition Supervised Labor** - Dismantle of your exhibit will be completed at our discretion at the close of the show. 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 the Demers Service Desk to pick-up labor.

Supervisor Contact:	Phone:
---------------------	--------

Date	Start Time	No. of Laborers	X	Approx. Hrs Per Laborer	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
			X		=		@		=	
			X		=		@		=	
DEMERS Supervision 30% or \$60.00 Minimum										
8% Admin Fee										
Total										

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 860.579.3976 – Email info@demersexpo.com  
www.demersexpo.com



**Demers  
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# CLEANING ORDER FORM

Vacuuming of booth carpet per booth space @ \$80.00 per day; service includes general booth vacuuming prior to the opening of the show on each day requested.

VACUUMING							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Vacuuming			X	\$80.00	=		
Vacuuming			X	\$80.00	=		
Vacuuming			X	\$80.00	=		
Vacuuming			X	\$80.00	=		
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee	
						Total	

BULK SPACE VACUUMING (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	Estimated Total Cost
		L	X	W					
Vacuuming			X		=		X	\$0.41	
Vacuuming			X		=		X	\$0.41	
Vacuuming			X		=		X	\$0.41	
Vacuuming			X		=		X	\$0.41	
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee			
						Total			

Porter service per booth space @ \$80.00 per day; service includes emptying of trash cans replacement of trash can liners and disposal of trash in your booth space.

PORTER SERVICE							
Description	Date Requested	No. of Booths	X	Rate per Day	=	Estimated Total Cost	
Porter Service			X	\$80.00	=		
Porter Service			X	\$80.00	=		
Porter Service			X	\$80.00	=		
Porter Service			X	\$80.00	=		
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee	
						Total	

BULK SPACE PORTER SERVICE (AREA OVER 600 SQ FT)									
Description	Date Requested	Booth Dimensions			=	TTL SQ FT	X	\$0.41	Estimated Total Cost
		L	X	W					
Porter Service			X		=		X	\$0.41	
Porter Service			X		=		X	\$0.41	
Porter Service			X		=		X	\$0.41	
Porter Service			X		=		X	\$0.41	
<i>Order Online and save the 8% Administrative Fee!</i>						8% Admin Fee			
						Total			

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



# Encore Electrical Facts

eventnow.encoreglobal.com

Self service option available through their online store at eventnow.encoreglobal.com.

Visit eventnow.encoreglobal.com and select;

“I am planning an exhibit booth”

Browse their technology catalog for electrical or rigging needs

Select from a list of available products/product packages and service packages, then checkout\*

\*EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team.

## Special Notes

Find your event on the website by selecting “Mohegan Sun Casino” as the venue and filtering by your event date.

If you don't see your event, or have any special power needs not listed on the website, please contact:

[tony.ells@encoreglobal.com](mailto:tony.ells@encoreglobal.com)

Orders placed 21 days in advance of the show are eligible for a 20% discount

Please consult the power chart on the website to determine the best service to order (for example; 5amp for laptops, 10amp for lighting, 20amp for cooking appliance)

