

CorpEvents New England

205 Flanders Rd

Westborough, MA 01581

Phone 508.366.8595 Fax 508.366.2545

<https://corp-eventsne.com>

corpeventsne@corp-eventsne.com

Learning Forward 2025

December 7th - 10th, 2025

Menino Convention and Exposition Center

Boston, MA

EVENT INFORMATION

We are pleased to inform you that CorpEvents New England has been selected by Learning Forward 2025 to serve as your Official Service Contractor.

DISCOUNT DEADLINE:

All orders and payments must be received by *Friday, November 28th 2025*.

A credit card on file with CorpEvents is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.366.8595, fax 508.366.2545 or email us at corpeventsne@corp-eventsne.com. You may also find answers to your questions by visiting our website [Corp-eventsne.com](https://corp-eventsne.com).

EVENTS SCHEDULE:

Sponsors for Monday Reception:

SPONSOR MOVE-IN:

- Monday, December 8th - 12:00pm – 2:30pm

EVENT DATE:

- Monday, December 8th - 3:00pm – 4:00pm

SPONSOR MOVE-OUT:

- Monday, December 8th - 4:00pm – 6:00pm

Sponsors for Registration Area:

MOVE-IN:

- Friday, December 5th @ 8:00am

EVENT DATES:

- Friday, December 5th thru Wednesday, December 10th

MOVE-OUT:

- Wednesday, December 10th @ 1:00pm

CARRIER CHECK IN: All carriers must check in @ the CorpEvents Dock desk by Monday, December 8th @ 3:30pm.

SPONSOR ORDERING

How to order:

- Online ordering: Orders may be placed at our online store: corpevents.boomerecommerce.com
- Email your order forms to: corpeventsne@corp-eventsne.com
- Fax your order forms to 508.366.2545

CorpEvents New England
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SHIPPING INFORMATION

ADVANCE RECEIVING AT THE WAREHOUSE CorpEvents will accept crated, boxed or skidded materials between:
Friday, October 31st - Friday, November 28th 2025.

Advance Shipping Address	Learning Forward 2025 COMPANY NAME/TABLE # ABF Freight c/o Corp Events NE 150 Manley St. West Bridgewater, Ma 02379
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DIRECT SHIPMENTS TO EXHIBIT FACILITY

CorpEvents will receive shipments at the exhibit facility on Thursday, December 4th, 2025. Shipments sent directly to the facility earlier than move-in day will be refused.
For additional information, please refer to the "Material Handling Information/Rate Schedule" form within the Exhibitor Services Manual.

Direct Shipping Address	Learning Forward 2025 COMPANY NAME / TABLE # c/o Corp Events NE MCEC 1 Cyper St Boston, MA 02127
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SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. CorpEvents cannot be responsible for injuries from falls caused by the improper use of this furniture.

For services, other than what is included in your booth, please see our show service order forms within the Exhibitor Services Manual. **All orders and payments must be received by Friday, November 28th 2025.**
A credit card on file with CorpEvents is required for all exhibitor orders. If you need assistance, additional information or special services, please contact us at 508.366.8595 or fax 508.366.2545. You may also find answers to your questions by visiting our website at corp-eventsne.com.

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RECAP OF SERVICES ORDERED

This form must be returned to CorpEvents with your completed order forms and payment in full by Friday, November 28th 2025.

FURNITURE AND BOOTH ACCESSORIES ORDER

\$

ADVANCE LABOR ORDER

\$

ESTIMATED MATERIAL HANDLING ORDER

\$

CUSTOM GRAPHICS ORDER

\$

SHOW CASES/MODULAR EXHIBIT ORDER

\$

MISCELLANEOUS/OTHER

\$

TOTAL ESTIMATED CHARGES

\$

ENCLOSE CHECK OR MONEY ORDER PAYABLE TO: Corporate Events New England Payment by company check: Checks must be drawn on a US bank, in US funds only. Please reference Learning Forward. Purchase orders are not considered payment. Tax Exempt: If you are exempt from paying sales tax, you must forward a tax exemption certificate from the state the services are to be rendered.

Check Number _____ Dated _____ In the Amount Of \$ _____

A CREDIT CARD ON FILE IS REQUIRED FOR ALL EXHIBITOR ORDERS.

I authorize CorpEvents New England to charge any additional amounts incurred by either my show representative or myself, including material handling and labor charges. If credit card is declined, a \$25.00 service charge will be added. Please print clearly the following information:

Cardholder Name

Cardholder Signature

Billing Address

Phone Number

City

State

Zip Code

Charge to: ☐ American Express ☐ Discover ☐ Visa ☐ MasterCard

																		Exp Date:	Sec. Code*
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------	------------

*Amex 4 digit, MC/Visa/Disc 3 digit

ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED. All adjustments to charges are to be made at show site, NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. If requesting a receipt, please allow seven (7) business days after the close of the show.

THE FOLLOWING INFORMATION IS REQUIRED FOR ALL ORDERS EMAIL YOUR ORDER TO: corpeventsne@corp-eventsne.com

Date

Company Name

Booth#

Contact Name

Signature

Address

City

State

Zip

Phone

Email

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THIRD PARTY AUTHORIZATION/BILLING

Exhibiting Company Name		Booth#
Address		
City	State	Zip
Phone	Email	
Authorized By (print name)	Signature	Date

ITEMS TO BE BILLED TO THIRD PARTY: (MUST BE COMPLETED)

"WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING COMPANY, ARE PRIMARILY RESPONSIBLE FOR PAYMENT OF CHARGES AND AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS AS DESCRIBED IN THE TERMS AND CONDITIONS SECTION OF THIS SERVICES MANUAL. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT BACK TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY. THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE THIRD PARTY."

_____ All Services	_____ Furniture Rental and Carpet
_____ Drayage/Material Handling/In & Out	_____ Floral
_____ Booth Cleaning	_____ Installation & Dismantle Labor/Supervision
_____ Signs	_____ Other

Your signature below denotes acceptance of all terms and conditions included in this Exhibitor Services Manual.

THIRD PARTY AGENT INFORMATION

Company Name	Date
--------------	------

Charge to: ☐ American Express ☐ Discover ☐ Visa ☐ MasterCard

																		Exp Date:	Sec. Code*
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------	------------

*Amex 4 digit, MC/Visa/Disc 3 digit

Cardholder Name	Cardholder Signature	
Billing Address		
City	State	Zip Code
Phone	Fax	
Email		

ADVANCE- MATERIAL HANDLING RATE SCHEDULE

CRATED/SKIDDED	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING	Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures.
LATE DELIVERY	Shipments received at the advance warehouse after Friday, November 28th 2025 will be charged an additional 30%. Deliveries made to the warehouse after exhibitor move-in has started will be billed an additional charge for delivery to show site.
RETURN TO WAREHOUSE	Shipments returned to CorpEvents warehouse at close of show for re-forwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$175.00
OVERTIME (OT)	Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.

ADVANCE SHIPMENTS TO WAREHOUSE	ADVANCE SHIPMENTS TO WAREHOUSE
Shipments may arrive between: Friday, October 31st - Friday, November 28th 2025	Learning Forward 2025 COMPANY NAME/TABLE # ABF FREIGHT C/O Corp Events 150 Manley Street West Bridgewater, Ma 02379

Please label shipments accordingly to ensure the arrival of materials at showsite.

Advance shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

200 lbs. min per shipment	ADVANCE SHIPMENTS CRATED/SKIDDED		ADVANCE SHIPMENTS SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$195.00	\$390.00	\$275.00	\$550.00
ST/OT	\$265.00	\$530.00	\$370.00	\$740.00
OT/OT	\$360.00	\$720.00	\$505.00	\$1,010.00

SMALL SHIPMENTS	(Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.
Small Shipment Flat Rate	\$159.00

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: _____ Advance WH 200 lbs.
minimum per shipment
We are shipping _____ lbs. @ \$_____ per 100 lbs

Sub Total	=	
Late Arrival Surcharge add 30%	=	
Estimate Total	=	

Booth #

Company Name

Phone

Authorized By

Signature

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

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DIRECT - MATERIAL HANDLING RATE SCHEDULE

CRATED/SKIDDED	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING	Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads, and/or stacked shipments. Federal Express, DHL and UPS shipments are included in this category due to their delivery procedures.
RETURN TO WAREHOUSE	Shipments returned to CorpEvents warehouse at close of show for re-forwarding or storage will be charged an additional \$10.00 per 100 lbs with a minimum of \$175.00.
OVERTIME (OT)	Overtime hours are Monday through Friday, 4:30 PM to 8:00 AM; Saturdays, Sundays and observed holidays; any outbound shipments where driver has not checked in before 4:30 PM; additionally, when warehouse freight is moved into or out of exhibit site on overtime.

DIRECT SHIPMENTS TO SHOW SITE:

Shipments may not arrive before:
Thursday, December 4th 2025

DIRECT SHIPMENTS TO SHOW SITE:

Learning Forward 2025
COMPANY NAME /TABLE #
c/o CorpEvents NE
MCEC
1 Cypher st
Boston, MA 02127

Please label shipments accordingly to ensure the arrival of materials at showsite.

Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.

200 lbs. min per shipment	CRATED/SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/ST	\$225.00	\$450.00	\$295.00	\$590.00
ST/OT	\$305.00	\$610.00	\$395.00	\$790.00
OT/OT	\$412.00	\$824.00	\$535.00	\$1,070.00

SMALL SHIPMENTS (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages. If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.

Small Shipment Flat Rate \$159.00

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ____ Show Site

200 lbs. minimum per shipment

We are shipping _____ lbs. @ \$_____ per 100 lbs

Sub Total = _____

Late Arrival Surcharge add 30% = _____

Estimate Total = _____

Order Total

Booth #

Company Name

Phone

Authorized By

Signature

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

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MATERIAL HANDLING ORDER FORM

Complete this order form and return promptly to Corporate Events New England. All shipments must be prepaid and should be shipped to arrive at our warehouse no later than one week prior to the initial installation date to avoid late delivery charges. Late shipments are subject to additional handling and delivery charges. Direct shipments sent to show site prior to exhibitor set up will be refused.

ALL MATERIAL HANDLING CHARGES MUST BE PREPAID PRIOR TO SHOW OPENING

Collect Shipments will not be accepted.

INBOUND SHIPMENTS

☐ We will be shipping to advance warehouse

☐ We will be shipping direct to the Event Facility

Shipped From

Carrier	PRO#/Tracking#
(Fedex, UPS & DHL: additional charges apply)	Arrival Date

Shipment Description

# of pieces	Est. Total Weight
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All orders are subject to the Liability and Insurance Bulletin and the Terms and Conditions as set forth on page 2 of the Material Handling Information/Rate Schedule.

OUTBOUND SHIPMENTS – AFTER THE SHOW

All freight will be shipped third party, prepaid at the close of the show. If you want to ship your freight by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier MUST BE picked up at break of show during the specified times

Check appropriate arrangement:

☐ Will not ship out at the end of the show.

☐ Freight arrangements will be handled by exhibitor

☐ Van Line

☐ Air Freight

☐ Other

☐ Freight arrangements will be handled by house carrier. (Fill in below. Freight charges will be added to your invoice.) Shipped To

(consignee)	Attention/Phone	
Address	PRO/Tracking #	
City	State	Zip Code

# of Pieces	Estimate Weight
-------------	-----------------

	Rate:	Total:
Packing Materials: Steel banding	\$35.00	
# of Skids to shrink wrap	\$45.00 ea.	

Company Name	Booth #
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IMPORTANT: Whether you are shipping common carrier or other means, you must complete a Bill of Lading and return it to Corporate Events New England. Also, please have all freight properly secured and labeled.

MATERIAL HANDLING INFORMATION

LIABILITIES: The terms and conditions of Corporate Events new England Liability and Insurance Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

Shipments arriving without advance written order will automatically be handled and charged as described herein and the consignment or delivery of a shipment to Corporate Events New England by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

END OF SHOW Outbound material handling agreement must be filled out and returned to the Exhibitor Service Desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If designated carrier fails to arrive at show site during the required time frame, shipment will be reconsigned to house carrier. If no return information is provided, freight will be returned to warehouse and storage charges will be applied.

ABANDONED EXHIBIT MATERIALS AT CLOSE OF SHOW left without reforwarding instructions will be shipped out or returned to our warehouse at the discretion of Corporate Events New England. Exhibitors whose freight is returned to the warehouse will be contacted by Corporate Events New England. NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING.

LIABILITY AND INSURANCE BULLETIN

- Corporate Events New England shall not be responsible for damage to uncrated materials improperly packed or concealed damage.
- Corporate Events New England shall not be responsible for loss, theft or disappearance of exhibitor's material after same have been delivered to the exhibitor's booth.
- Corporate Events New England shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Corporate Events New England by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- Corporate Events New England shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- Corporate Events New England is not a motor carrier or broker and does not perform transportation or brokerage services. With respect to any request for transportation by the exhibitor, Corporate Events New England will refer exhibitor's request to a transportation broker, who will arrange for the transportation of exhibitor's booth via duly registered motor carriers. Corporate Events New England is not a party to any bills of lading issued by motor carriers to exhibitor for the transportation of exhibitor's booth or goods, and the terms of any bills of lading shall be determined as between the motor carrier and exhibitor. Under no circumstances will Corporate Events New England have any liability for loss, damage, or delay to any shipment caused by or resulting from the transportation services of a motor carrier.

DAMAGE TO SHIPMENTS: Corporate Events New England liability shall be limited to the physical loss or damage to the specific article which is lost or damaged and in any event Corporate Events New England's maximum liability shall be limited to \$0.30 per pound, maximum \$50.00 per claim. Corporate Events New England 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 or impractical to exhibit same.

INSURANCE

It is understood that Corporate Events New England is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time that they leave their firm until they are returned after the close of the Show. The consignment or delivery of a shipment to Corporate Events New England by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this Bulletin.

Frequently Asked Questions

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

We will accept freight beginning 30 days prior to show move-in. To ensure timely arrival of your materials for the show, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred. The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary. The warehouse will accept crates, cartons, skids, trunks/cases and carpets. All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE?

Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific exhibitor move-in dates and times. All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Certified weight tickets must accompany all shipments. Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

We do not accept collect shipments. Collect shipments will be returned to the delivery carrier. To ensure that your freight does not arrive collect, mark your bill of lading prepaid. Prepaid designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

The label should contain the exhibiting company name, Booth # and the name of the event. The specific shipping address is located on the Material Handling Information page. We have also included in your service manual labels for you to copy and attach to pieces as needed. Try to label every piece that is skidded with at least your name and Booth #.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "STORAGE" labels at the Corporate Events New England Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show. At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. Corporate Events New England will not be responsible or liable for any loss, damage, theft or disappearance of exhibitor's material after it has been delivered to the booth. We recommend that you hire security services from the facility or Show Management.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the Corporate Events New England Service Desk.) After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Corporate Events New England Service Desk. DO NOT leave the bill of lading in your booth. Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page at the beginning of this Exhibitor Services Manual for specific dates and times. In the event that your selected carrier fails to show on final move-out day your shipment will be rerouted through the house carrier.

DO I NEED INSURANCE?

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing policies.

CorpEvents New England

R U S H

DO NOT DELAY

Must Arrive Between receiving and deadline dates:

Friday, October 31st - Friday, November 28th 2025

To: _____
(Exhibitor Name)

C/O: ABF Freight

**150 Manley Street
West Bridgewater, MA 02379**

ADVANCE WAREHOUSE

Learning Forward 2025

TABLE #: _____ No. ____ of ____ pcs.

CorpEvents New England

R U S H

DO NOT DELAY

Must Arrive Between receiving and deadline dates:

Friday, October 31st - Friday, November 28th 2025

To: _____
(Exhibitor Name)

C/O: ABF Freight

**150 Manley Street
West Bridgewater, Ma 02379**

ADVANCE WAREHOUSE

Learning Forward 2025

TABLE #: _____ No. ____ of ____ pcs.

CorpEvents New England

R U S H

DO NOT DELAY

**Cannot deliver prior to:
Thursday, December 4th, 2025**

To: _____

(Exhibitor Name)

**c/o: MCEC
1 Cypher St
Boston, MA 02127**

Show Site

Learning Forward 2025

TABLE #: _____ No. ____ of ____ pcs.____

CorpEvents New England

R U S H

DO NOT DELAY

**Cannot deliver prior to:
Thursday, December 4th, 2025**

To: _____

(Exhibitor Name)

**c/o: MCEC
1 Cypher St
Boston, MA 02127**

Show Site

Learning Forward 2025

TABLE #: _____ No. ____ of ____ pcs.____

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BOOTH LABOR

Orders must be received with full payment by Friday, November 28th 2025.
Standard Rates apply to late orders.

Description	Discount Rate	Standard Rate
Straight Time 8:00 AM to 4:30 PM Monday through Friday.	\$215.00	\$265.00
Overtime 4:30 PM to 8:00 AM Monday through Friday, All day Saturday.	\$280.00	\$315.00
Double Time All day Sunday and Union Holidays.	\$345.00	\$390.00

One-hour minimum charge per laborer. Labor after the first hour is charged in half hour increments.

Starting times guaranteed only at the start of the working day.

Date	Start Time	# of Labor	Estimate Hours	Total Hours	Hourly Rate	Estimated Total
		x	=	@	\$	\$
		x	=	@	\$	\$

Supervision of all labor is required. Please indicate supervision plan:

☐ **Plan A - Exhibitor Supervision**

All work is performed under the supervision of the Exhibitor. The exhibitor representative must check-in at the Corporate Events New England service desk to pick-up labor ordered and must CHECK OUT labor at the Corporate Events New England service desk upon completion of the work. Corporate Events New England is not allowed to proceed without exhibitor representative.

Company Name

Contact Name

Phone

☐ **Plan B - Corporate Events New England Installation and Dismantle Supervision without exhibitor present.**

All work is done under the direction of Corporate Events New England personnel.

Our charge for this service is 30% of your total labor bill, or a minimum \$45.00 on installation and \$45.00 on dismantle.

Corporate Events New England is authorized to set-up exhibit. Corporate Events New England is authorized to dismantle exhibit.

Note: In order to complete the work without your representative present, we must have set-up instructions. We must also have an outbound bill of lading provided and/or turned into the Corporate Events New England Exhibitor Service Desk.

Contact Name

Phone

Describe any special requirements.

Order Total

Sub Total

GSC Supervision (30% \$45.00 min)

Tax

N/A

Estimated Total

Booth #

Company Name

Phone

Authorized By

Signature

CANCELLATION POLICY: One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before Friday, November 28th 2025.

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PORTER SERVICE

Orders must be received with full payment by Friday, November 28th 2025.

Standard Rates apply to late orders.

		Discount Hourly Rate	Standard Hourly Rate
Straight Time	8:00 AM to 4:30 PM Monday through Friday.	\$215.00	\$265.00
Overtime	4:30 PM to 8:00 AM Monday through Friday, All day Saturday.	\$280.00	\$315.00
Double Time	All day Sunday and Union Holidays.	\$345.00	\$390.00

Porter Service Information:

- Porter service is provided on a first-come, first serve basis for non-skidded items unloaded from and loaded into non-commercial vehicles.
- Porter service is for loose items only, *no machinery*.
- Porters are not available to assist with booth set-up or booth tear down, please order labor separately.
- Starting time guaranteed only at the start of the working day, 8:00 AM.
- One-hour minimum charge per man if not canceled with 24-hour notice.
- One-hour minimum charge per laborer for failure to check-in at specified time.
- For additional questions, please call us at 508.366.8595 or email us at corpeventsne@corpeventsne.com

ONE-HOUR MINIMUM CHARGE PER PORTER. PORTER SERVICE AFTER THE FIRST HOUR IS CHARGED IN HALF-HOUR INCREMENTS.

STANDARD RATES APPLY TO ORDERS RECEIVED AFTER Friday, November 28th 2025.

Date	Start Time	# of Labor	Estimate Hours	Total Hours	Hourly Rate	Total
		x	=	@	\$	\$
		x	=	@	\$	\$

Describe Any Special Requirements:

	Order Total
Sub Total	
Tax	N/A
Estimated Total	

Booth #

Company Name

Phone

Authorized By

Signature

CANCELLATION POLICY: One-hour minimum charge per man if not canceled with 24-hour notice. One-hour minimum charge per laborer for failure to check-in at specified time. All adjustments to charges are to be made at show site. NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW. Discount prices are only available on or before Friday, November 28th 2025

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Learning Forward 2025
December 7th - 10th, 2025
Menino Convention and Exposition Center
Boston, MA

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed below.

Booth #	
Exhibiting Company Name	Phone
Authorized By	Contact At Show
Contractor's Phone	Non-Official Contractor
Contractor's Address	
Type of Service to be performed:	

The "Non-Official" Service Contractor MUST send a copy of the required Insurance Certificate, with a minimum \$1,000,000 liability coverage, no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event.

Exhibitors may hire labor through the official service contractor or an approved EAC that is signatory to Teamsters Local 25.

Send form to:
CorpEvents New England
205 Flanders Rd
Westborough, MA 01581

Due : Friday, November 28th 2025
Fax 508.366.2545
corp-eventsne.com
corpeventsne@corp-eventsne.com