TABLE OF CONTENTS / QUICK LINKS

GENERAL INFORMATION
- Quick Facts
- Limits & Liabilities
- Online Ordering Instructions
- Credit Card Authorization & Agreement Form

FURNITURE & CARPETING
- Booth Package Order Form
- Furniture Rental Order Forms
- Table Rental Order Form
- Custom Furniture and Pricing
- Carpet Rental Order Form

CUSTOM/TURNKEY EXHIBITS & GRAPHICS
- Turnkey Modular Exhibit Rental
- Counter Options
- Graphics Order Form
- Custom Hanging Signs

MATERIAL HANDLING & SHIPPING
- Material Handling Information
- Material Handling Order Form
- Cart Service Order Form
- Storage
- Shipping Labels
- Liberty CFS

LABOR
- Union Jurisdiction & Rules
- Labor Service Form
- Supervised Installation & Dismantle Information
- Hanging Signs/Banner Information & Order Forms
- Forklift/Rigging
- EAC / Third Party Billing
- Sample COI

OTHER SERVICES
- Electrical Order Form
- Plumbing Order Form
- Smart City Order Form
- Encore Audio Visual
- Lead Retrieval Order Form
- ACCC Food and Beverage

Show Name: New Jersey School Boards Association
Show Dates: October 23-25, 2023
Show Venue: Atlantic City Convention Center
Deadline to Receive Discount Pricing: Monday, October 9, 2023
Show Name: New Jersey School Boards Association
Show Dates: October 23-25, 2023
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EVENT SCHEDULE:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Move-In</td>
<td>Monday</td>
<td>October 23, 2023</td>
</tr>
<tr>
<td>Show Hours</td>
<td>Tuesday</td>
<td>October 24, 2023</td>
</tr>
<tr>
<td></td>
<td>Wednesday</td>
<td>October 25, 2023</td>
</tr>
<tr>
<td>Exhibitor Move-Out</td>
<td>Wednesday</td>
<td>October 25, 2023</td>
</tr>
<tr>
<td></td>
<td>Thursday</td>
<td>October 26, 2023</td>
</tr>
</tbody>
</table>

BOOTH PACKAGE:
Each 10’ x 10’ booth will be provided with:
- 8’ - Backwall drape
- 3’ - Sidewall drapes
- ID Sign

Exhibit Hall Carpet
Aisles will be carpeted in BLUEJAY
This facility IS NOT carpeted.

MANDATORY CARPET
Please be aware that carpet is mandatory for all exhibitors. If you do not submit an order for carpet or notify AEX Convention Services in writing that you will be providing your own carpeting or flooring, then carpeting will be placed in your booth space and your credit card on file will be charged accordingly.
You may bring your own carpeting – however you must let AEX Convention Services know your intentions prior to set up day October 23.

SHIPPING:
Materials should be shipped to ARRIVE at our warehouse no later than: Monday, October 16, 2023. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

ADVANCE WAREHOUSE:
New Jersey School Boards Association
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
3093 English Creek Ave
Egg Harbor Township, NJ 08234

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM

DIRECT TO FACILITY:
Atlantic City Convention Center
New Jersey School Boards Association
Exhibiting Company Name / Booth Number
c/o AEX Services / Texas XPO
1 Convention Boulevard
Atlantic City, NJ 08401

Shipments will be received at the exhibit facility ONLY on: Monday, October 23, 2023 between 8:00 AM - 5:00 PM. Any shipments received outside these listed times will incur additional charges.

Move-Out Note: All carriers must check in no later than 10:00 AM on Thursday, October 26, 2023 or freight will be shipped via the house carrier.

Customer Service
Phone: (609) 272-1600 / Fax: (609) 272-1680
Email: Orders@aexservices.com

Show Management
Lou Schimenti
Phone: (609) 278-5271
Email: lschimenti@njsba.org

www.aexservices.com
DEFINITIONS AND RESPONSIBILITIES: The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO") and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met: (1) An Exhibitor’s materials are delivered to the Contractor’s Advance Warehouse or to an event site; (2) The Authorization and Agreement Form is accepted or signed; (3) An order for labor, services and/or rental equipment is placed by the Exhibitor with the contractor; (4) Work is performed on behalf of Exhibitor by labor secured through the contractor. For purposes of this contract, the name “the contractor” shall be construed with the meaning of AEX Convention Services, LLC. ("AEX Services") / Texas Exposition Services, LLC. ("Texas XPO”), DBA the contractor and its employees, directors, officers, agents, assigns, affiliates, and related entities including any subcontractors the contractor may hire. The contractor shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. The contractor does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under the contractor’s direct supervision and control.

PAYMENT TERMS: Full payment, including applicable tax, is due in advance or at event. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of the contractor except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor’s booth. In case of cancellation of any orders or services by Exhibitor, a one-hour “per person requested, per hour” charge will be assessed. If the exhibitor orders that are not canceled in writing at least 36 hours prior to the scheduled start time. A 100% pick-up fee will be applied to all on site exchanges or cancellations. If the event is canceled because of reasons beyond the contractor’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. It is Exhibitor’s responsibility to advise the contractor of any problems with any orders, and to check the Exhibitor’s invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, the contractor requires an exemption certificate for the state in which the services are to be provided. Should there be no unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month (annual rate 18%), and future orders will be on a pre-paid basis only. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of New Jersey. In the event of any dispute between the Exhibitor and the contractor relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to the contractor for its services, an offset against the amount of any alleged loss or damages. Any claim against the contractor shall be considered a separate transaction, and shall be resolved on its own merits. The contractor reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that the contractor may incur in the performance of the obligations to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, the contractor hereby provides notice that it reserves the right, and Exhibitor authorizes the contractor, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor’s account.

INDEMNIFICATION: Exhibitor agrees to indemnify and foreverhold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following: (1) Exhibitor’s negligent supervision of any labor secured through the contractor, or the negligent supervision of such labor by any of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC); (2) Exhibitor’s negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor’s employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC). (3) Exhibitor’s violation of event regulations and/or rules as published and set forth by facility, show management, or the contractor.

CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to the contractor immediately at the show site, as well as in writing to csr@aexservices.com at the time of the potential claim for loss or damage. In any case not later than thirty (30) days after the conclusion of the event (for purposes of claim reporting, the “conclusion” of the exclusion is the earlier conclusion date of the event or the time when Exhibitor’s materials are delivered to the carrier for transportation from the event site or from the contractor’s warehouse). All claims reported after the thirty (30) day period will be rejected. In no event shall a suit or action be brought against the contractor more than one (1) year after the date of loss or damage occurred. If found liable for any loss, the contractor’s sole and exclusive maximum liability for loss or damage to Exhibitor’s materials and Exhibitor’s sole and exclusive remedy is limited to the lesser of $5.00 USD per pound per article with a maximum liability of $100.00 USD per item, or $1,500.00 ($USD) per shipment whichever is less, and in no event shall exceed the total rental fees paid by exhibitor to the contractor for the event.

INBOUND AND OUTBOUND SHIPMENTS: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor’s materials after same have been delivered to Exhibitor’s booth. Additionally, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier and during such time the materials will be left unattended. The contractor will not be responsible for any loss, damage, theft, or disappearance of Exhibitor’s materials before same have been picked up for reloading at the conclusion of the event. All Material Handling Agreements submitted to the contractor by Exhibitor will be checked at the time of pick up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to the contractor and the actual count of such items in the booth at the time of pickup. Exhibitor agrees to accept and be bound by the contractor’s count.

PACKAGING, CRATES, & EMPTY CONTAINERS: the contractor shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, the contractor shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by fork lift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the container can be the sole responsibility of the Exhibitor and its representative. All previous labels must be removed. The contractor assumes no responsibility for errors in the above procedures, removal of containers with old empty labels and without the contractor labels, or improper information on the empty labels. The contractor will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

SEVERABILITY: If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

NO ORAL MODIFICATIONS OR WAIVERS: The Limits and Liabilities are the complete and final agreement between Exhibitors and the contractor. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.
ORDER NOW!

Follow these simple steps to order Online:

1. Go To:  https://aexservices.boomerecommerce.com/

2. Login using your email address and password
   a. New Users: Username = Email address you’ve provided to Show Management
      Password = You will receive an email containing a temporary
               password to create your own unique password to use
   b. Previous Users: Username = Your email address
      Password = Your pre-existing password

3. Find New Jersey School Boards Association from the list of My Events on the left side of the Dashboard.

4. Click the “Shop Now” button to begin ordering.

For questions contact:
AEX Services / Texas XPO
609.272.1600
Orders@AEXServices.com
Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

- Personal Card
- Corporate Card

- AMEX
- VISA
- MASTERCARD
- DISCOVER
- CHECK*

Card Number: Exp. Date:

* A credit card authorization is required to be held on file regardless of the method of payment selected.

Are you tax exempt for the state in which this event is held?  ○ Yes  ○ No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder’s Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys’ fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, “loaned” or given to other Exhibitors. If you do not need items rented or provided in a package, please contact the contractor for removal. Booth inventory is conducted daily and items not rented from the contractor will either be removed or charged to the Exhibiting company with improper possession.

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing prevails and a $25.00 service charge will be added.

An Authorized Signature is required for orders to be processed

You and your organization agree to all items and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.
Show Name: New Jersey School Boards Association  
Show Dates: October 23-25, 2023  
Show Venue: Atlantic City Convention Center  
Deadline to Receive Discount Pricing: Monday, October 9, 2023

**SPECIAL BOOTH PACKAGES**

<table>
<thead>
<tr>
<th>10' x 10'</th>
<th>10' x 20'</th>
<th>10' x 30'</th>
<th>20' x 20'</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' Backwall drape</td>
<td>8' Backwall drape</td>
<td>8' Backwall drape</td>
<td>8' Backwall drape</td>
</tr>
<tr>
<td>3' Sidewall drapes</td>
<td>3' Sidewall drapes</td>
<td>3' Sidewall drapes</td>
<td>3' Sidewall drapes</td>
</tr>
<tr>
<td>1 - 6' x 30” skirted table</td>
<td>2 - 6' x 30” skirted table</td>
<td>3 - 6' x 30” skirted table</td>
<td>4 - 6' x 30” skirted table</td>
</tr>
<tr>
<td>2 - Side chairs</td>
<td>4 - Side chairs</td>
<td>6 - Side chairs</td>
<td>8 - Side chairs</td>
</tr>
<tr>
<td>2 - Wastebasket</td>
<td>2 - Wastebasket</td>
<td>3 - Wastebasket</td>
<td>4 - Wastebasket</td>
</tr>
<tr>
<td>1 - 10’ x 10’ carpet</td>
<td>1 - 10’ x 20’ carpet</td>
<td>1 - 10’ x 30’ carpet</td>
<td>1 - 20’ x 20’ carpet</td>
</tr>
<tr>
<td>ID Sign</td>
<td>ID Sign</td>
<td>ID Sign</td>
<td>ID Sign</td>
</tr>
</tbody>
</table>

Please select your carpet color:
- Bluejay
- Gray
- Black

Please select your table drape color:
- Black
- Blue
- Gray

**THESE BOOTH PACKAGES ARE ONLY AVAILABLE UNTIL THE DISCOUNT DEADLINE***

<table>
<thead>
<tr>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Booth Package (per 10’x10’)</td>
<td>$412.50</td>
<td>$ _______</td>
</tr>
<tr>
<td>Special Booth Package (per 10’x20’)</td>
<td>$825.00</td>
<td>$ _______</td>
</tr>
<tr>
<td>Special Booth Package (per 10’x30’)</td>
<td>$1,237.50</td>
<td>$ _______</td>
</tr>
<tr>
<td>Special Booth Package (per 20’x20’)</td>
<td>$1,650.00</td>
<td>$ _______</td>
</tr>
</tbody>
</table>

Company Name: __________________________________________  Booth#: __________  Order Total: __________________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

3089 English Creek Avenue, Egg Harbor Township, NJ 08234 - 609.272.1600 - Orders@AEXServices.com
# FURNITURE RENTAL ORDER FORM

## FURNITURE

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F10</td>
<td>Plastic Side Chair</td>
<td>$ 77.00</td>
<td>$ 107.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F20</td>
<td>Padded Side Chair</td>
<td>$ 98.75</td>
<td>$ 138.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F30</td>
<td>Padded Arm Chair</td>
<td>$110.25</td>
<td>$ 154.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F40</td>
<td>Padded Counter Stool</td>
<td>$120.00</td>
<td>$ 168.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F60</td>
<td>Cocktail Table 30&quot;H</td>
<td>$ 145.00</td>
<td>$ 203.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F70</td>
<td>Cocktail Table 42&quot;H</td>
<td>$ 171.25</td>
<td>$ 239.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F3104</td>
<td>Black Spandex Drape 42&quot; Cocktail Table</td>
<td>$ 46.75</td>
<td>$ 65.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRID WALL**

Each Panel is 2’ x 8’ with a 3” x 3” grid. At least two panels are needed to be free standing without the use of feet.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F550</td>
<td>2’ x 8’ Grid Wall</td>
<td>$ 84.75</td>
<td>$118.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F5501</td>
<td>Pair of feet</td>
<td>$ 42.00</td>
<td>$ 58.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## ACCESSORIES

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F80</td>
<td>Literature Rack</td>
<td>$ 241.75</td>
<td>$ 338.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F100</td>
<td>Wastebasket</td>
<td>$ 25.00</td>
<td>$ 35.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F110</td>
<td>Easel</td>
<td>$ 51.25</td>
<td>$ 71.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F120</td>
<td>Chrome Sign Frame (22&quot;W x 28&quot;H)</td>
<td>$ 85.00</td>
<td>$119.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F130</td>
<td>Waterfall Bag Rack</td>
<td>$ 77.25</td>
<td>$108.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F150</td>
<td>Chrome Bag Holder</td>
<td>$ 51.25</td>
<td>$ 71.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F160</td>
<td>Chrome Clothes Tote</td>
<td>$ 79.75</td>
<td>$111.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F191</td>
<td>6’ Garment Rack w/Wheels</td>
<td>$ 79.75</td>
<td>$111.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## TACK BOARD

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>F640</td>
<td>Style A - 4’ w x 8’ h Panel</td>
<td>$ 244.50</td>
<td>$ 342.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F660</td>
<td>Style B - 8’ w x 4’ h Panel</td>
<td>$ 244.50</td>
<td>$ 342.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Company Name:** ___________________________  **Booth#:** _______________  **Order Total:** __________________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

[3089 English Creek Avenue, Egg Harbor Township, NJ 08234 - 609.272.1600 - Orders@AEXServices.com](http://www.AEXServices.com)
Show Name: New Jersey School Boards Association  
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### TABLE RENTAL ORDER FORM

#### DISPLAY TABLES (Price includes top covered with white vinyl and 3 sides skirted)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' L x 24&quot; W x 30&quot; H</td>
<td>$164.00</td>
<td>$229.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' L x 24&quot; W x 42&quot; H</td>
<td>$219.00</td>
<td>$306.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' L x 24&quot; W x 30&quot; H</td>
<td>$197.25</td>
<td>$276.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' L x 24&quot; W x 42&quot; H</td>
<td>$262.25</td>
<td>$367.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' L x 24&quot; W x 30&quot; H</td>
<td>$228.75</td>
<td>$320.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' L x 24&quot; W x 42&quot; H</td>
<td>$284.75</td>
<td>$398.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Skirt 30&quot;</td>
<td>$74.25</td>
<td>$104.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Side Skirt 42&quot;</td>
<td>$84.75</td>
<td>$118.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Undraped Tables - 25% off of skirted rate.

#### TABLETOP RISERS - 12" w x 8" h (Covered in white vinyl)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' Long, Single Step Riser</td>
<td>$77.50</td>
<td>$108.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6' Long, Single Step Riser</td>
<td>$102.50</td>
<td>$143.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MASKING DRAPE (Drape rates are per linear foot)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side Rail Drape 3'</td>
<td>$23.00</td>
<td>$32.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' Background Drape</td>
<td>$30.00</td>
<td>$42.00</td>
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Company Name: ____________________________  Booth#: ____________  Order Total: ____________

- YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Please select skirt color:
- Blue
- Burgundy
- Red
- Black
- Green
- White
- Gray
- Yellow

Please select drape color:
- Blue
- Burgundy
- Red
- Black
- Green
- White
- Gray
- Yellow

23-NJ 1001-A
To place your order for specialty furniture please email:

Orders@AEXServices.com
BLANC

**Blanc Sofa**
Bright White Leather
75"W x 35"D x 35"H

**Blanc Loveseat**
Bright White Leather
54"W x 35"D x 35"H

**Blanc Chair**
Bright White Leather
33"W x 35"D x 35"H

**Blanc Bench Ottoman**
Bright White Leather
48"W x 24"D x 18"H

**Blanc Cube Ottoman**
Bright White Leather
17"Square x 17"H

WHISPER

**Whisper Sofa**
White Leather
87"W x 37"D x 35"H

**Whisper Loveseat**
White Leather
61"W x 37"D x 35"H

**Whisper Chair**
White Leather
35"W x 37"D x 35"H
WHISPER

Whisper Bench Ottoman
White Leather
60”W x 24”D x 17”H

Whisper Square Ottoman
White Leather
40”Square x 17”H

Whisper Round Ottoman
White Leather
46”Round x 17”H

FUNCTION
Modular Seating Collection

Function Armless Chair
White Leather
28”Square x 29”H

Function Corner
White Leather
28”Square x 29”H

CONTINENTAL
Modular Seating Collection

Continental Curved Loveseat
Bright White Leather
82”W x 34”D x 31”H

Continental Reverse Curved Loveseat
Bright White Leather
72”W x 34”D x 31”H

Continental Wedge Ottoman
Bright White Leather
30”W x 34”D x 19”H
Continental Half Moon Ottoman
Bright White Leather
33"W x 19"D x 19"H

Continental Curved Bench
Bright White Leather
70"W x 26"D x 19"H

Sophistication Sofa
White Leather
72"W x 31"D x 48"H

Sophistication Loveseat
White Leather
48"W x 31"D x 48"H

Sophistication Chair
White Leather
24"W x 31"D x 48"H

Sophistication Corner
White Leather
31"Square x 48"H

Sophistication Ottoman
White Leather
31"Square x 19"H
BOCA
Modular Seating Collection

Boca Corner
Black Leather
22”W x 27”D x 30”H

Boca Armless
Black Leather
27”Square x 30”H

METRO

Metro Sofa
Black Leather
85”W x 35”D x 35”H

Metro Loveseat
Black Leather
60”W x 35”D x 35”H

Metro Chair
Black Leather
35”Square x 35”H

Metro Square Ottoman
Black Leather
40”Square x 17”H

Metro Bench Ottoman
Black Leather
60”W x 24”D x 17”H

BOCA
Modular Seating Collection
**SUAVE MIDNIGHT**

**Suave Midnight Sofa**  
Midnight Suede  
77”W x 36”D x 33”H

**Suave Midnight Loveseat**  
Midnight Suede  
54”W x 36”D x 33”H

**Suave Midnight Chair**  
Midnight Suede  
32”W x 36”D x 33”H

**GRAMMERCY**  
Modular Seating Collection

**Grammercy Sofa**  
Charcoal Leather  
82”W x 36”D x 36”H

**Grammercy Loveseat**  
Charcoal Leather  
57”W x 36”D x 36”H

**Grammercy Chair**  
Charcoal Leather  
28”W x 36”D x 36”H

**Grammercy Corner**  
Charcoal Leather  
36”Square x 36”H

**Grammercy Round Ottoman**  
Charcoal Leather  
46”Round x 17”H

**Grammercy Square Ottoman**  
Charcoal Leather  
40”Square x 17”H  
Also Available in Bench Ottoman  
60”W x 24”D x 17”H
PARMA

Parma Sofa
Brown Leather
79”W x 37”D x 36”H

Parma Loveseat
Brown Leather
56”W x 37”D x 36”H

Parma Chair
Brown Leather
33”W x 37”D x 36”H

Parma Bench Ottoman
Brown Leather
60”W x 24”D x 17”H

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79”W x 35”D x 34”H

Montana Mocha Loveseat
Mocha Tan Fabric
57”W x 35”D x 34”H

Montana Mocha Chair
Mocha Tan Fabric
35”Square x 34”H
MADISON

Madison Sofa
Tan Fabric
86"W x 34"D x 34"H

Madison Chair
Tan Fabric
33"W x 34"D x 34"H

Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H

Madison Ottoman - Willow
Green Fabric
24"Square x 17"H

Madison Ottoman - Sand Dollar
Tan Fabric
24"Square x 17"H

Madison Ottoman - Apricot
Orange Fabric
24"Square x 17"H

Madison Ottoman - Sunflower
Yellow Fabric
24"Square x 17"H
**Chandler**

**Chandler Sofa**
Red Leather
76" W x 37" D x 35" H

**Chandler Loveseat**
Red Leather
53" W x 37" D x 35" H

**Chandler Chair**
Red Leather
31" W x 37" D x 35" H

**Chandler Bench Ottoman**
Red Leather
60" W x 24" D x 17" H

---

**Evoke**

**Evoke Sofa**
Coffee Resin Frame with Tan Cushions
81" W x 35" D x 27" H

**Evoke Chair**
Coffee Resin Frame with Tan Cushions
33" W x 35" D x 27" H

**Evoke Cocktail Table**
Coffee Resin Frame
48" W x 24" D x 18" H
**EVOKE**

- Evoke End Table  
  Coffee Resin Frame  
  24"W x 28"D x 25"H

- Evoke Cube Table  
  Coffee Resin Frame  
  18"Square x 18"H

**NIKO**

- Niko Sofa  
  Grey Microfiber  
  81"W x 30"D x 38"H

- Niko Loveseat  
  Grey Microfiber  
  58"W x 30"D x 38"H

- Niko Chair  
  Grey Microfiber  
  31"W x 30"D x 38"H

**STAGE CHAIRS**

- Midnight Stage Chair  
  Midnight Microfiber  
  25"W x 26"D x 37"H

- Chamois Stage Chair  
  Beige Microfiber  
  25"W x 26"D x 37"H

- Buckskin Stage Chair  
  Tan Microfiber  
  25"W x 26"D x 37"H
OTTOMANS & BENCHES

Curved Bench
Continental White Leather
70"W x 26"D x 19"H

Square Ottoman
- Metro Black Leather
- Whisper White Leather
- Grammercy Charcoal Leather
40"Square x 17"H

Bench Ottoman
- Metro Black Leather
- Whisper White Leather
- Chandler Red Leather
- Grammercy Charcoal Leather
- Parma Brown Leather
60"W x 24"D x 17"H

Essentials Storage Ottoman
White Leather with Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included

Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather
46"Round x 17"H

1/4 Round Ottoman
- Grammercy Charcoal Leather
- Whisper White Leather
34"W x 19"D x 17"H
OTTOMANS & BENCHES

Madison Sky Bench
Teal Fabric
48”W x 24”D x 17”H

Madison Ottomans
Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24”Square x 17”H

BANQUETTES

Essentials Banquette
White Leather
60”Round x 48”H (2 Pieces)

Whisper Banquette
White Leather
59”Round x 38”H (2 Pieces)

Grammercy Banquette
Charcoal Leather
59”Round x 38”H (2 Pieces)

TURNING BEDS

Essentials Turning Bed
White Leather
96”W x 48”D x 36”H
CUBE OTTOMANS

Rubix Cube Ottomans
- Cherry
- Cromwell
- Grape
- Lemon
- Lime
- Mango
18”Square x 18”H

Blanc Cube Ottoman
Bright White Leather
17”Square x 17”H

Whisper Cube Ottoman
White Leather
18”Square x 18”H

Metro Cube Ottoman
Black Leather
18”Square x 18”H
**Essentials Turning Bed - Charged**  
White Leather  
96"W x 48"D x 25"H  
*White slip cover available for black charging unit.  
*Maximum of 1 bed per power source.

**Boca Corner - Charged**  
Bright White Leather  
27" Square x 30"H  
*Maximum of 4 daisy linked together per power source.

**Boca Chair - Charged**  
Bright White Leather  
22"W x 27"D x 30"H  
*Maximum of 4 daisy linked together per power source.

**Aspen Bar Table - Charged**  
White / Brushed Steel  
72"W x 26"D x 42"H  
*Maximum of 1 table per power source.

**Aspen Cocktail Table - Charged**  
White / Brushed Steel  
48"W x 24"D x 18"H  
*Maximum of 1 table per power source.

**White Conference Table - Charged**  
White  
96"W x 43"D x 30"H  
*Maximum of 1 table per power source.

**Patrice Table Chair - Charged**  
Bright White Leather  
28"W x 31"D x 31"H  
*Maximum of 6 daisy linked together per power source.

**Lincoln Bench - Charged**  
Bright White Leather  
59"W x 39"D x 17"H  
*Maximum of 3 daisy linked together per power source.
TRIBECa TABLES

**End Table Wood/Black**
24”W x 28”D x 22”H

**Console Table Wood/Black**
48”W x 18”D x 30”H

**Cocktail Table Wood/Black**
48”W x 28”D x 19”H

**Novel Tables**

**End Table Satin Steel**
15”Square x 16”H

**Cocktail Table Satin Steel**
46”W x 15”D x 16”H

**Aria Tables Red**

**End Table Red/Brushed Steel**
24”W x 20”D x 22”H

**Cocktail Table Red/Brushed Steel**
44”W x 20”D x 18”H

**Aria Tables Green**

**End Table Green/Brushed Steel**
24”W x 20”D x 22”H

**Cocktail Table Green/Brushed Steel**
44”W x 20”D x 18”H

**Aria Tables Blue**

**End Table Blue/Brushed Steel**
24”W x 20”D x 22”H

**Cocktail Table Blue/Brushed Steel**
44”W x 20”D x 18”H

**Aria Tables Purple**

**End Table Purple/Brushed Steel**
24”W x 20”D x 22”H

**Cocktail Table Purple/Brushed Steel**
44”W x 20”D x 18”H

**Aria Tables White**

**End Table White/Brushed Steel**
24”W x 20”D x 22”H

**Cocktail Table White/Brushed Steel**
44”W x 20”D x 30”H

**Aria Tables Charcoal**

**End Table Storm Grey/Brushed Steel**
24”W x 20”D x 22”H

**Console Table Storm Grey/Brushed Steel**
44”W x 20”D x 30”H

**Cocktail Table Storm Grey/Brushed Steel**
44”W x 20”D x 18”H
OCCASIONAL TABLES

Fuze Tables
End Table Chrome/Zebrawood Laminate
24"Square x 23"H
Console Table Chrome/Zebrawood Laminate
60"W x 16"D x 34"H
Cocktail Table Chrome/Zebrawood Laminate
40"Square x 16"H

London Tables
End Table Chrome/Marble
24"Square x 23"H
Console Table Chrome/Marble
60"W x 16"D x 34"H
Cocktail Table Chrome/Marble
40"Square x 16"H

Brooklyn Tables
End Table Square - Chrome
22"Square x 20"H
End Table Round - Chrome
20"Round x 20"H
Cocktail Table Rectangle - Chrome
42"W x 24"D x 16"H
Cocktail Table Round - Chrome
30"Round x 16"H

Vivid Tables
End Table - Smoked Powder Coat Finish
26"Square x 21"H
Console Table - Smoked Powder Coat Finish
50"W x 24"D x 30"H
Cocktail Table - Smoked Powder Coat Finish
50"W x 24"D x 16"H

Rose Table
17"Round x 17"H

Zanzibar Table
17"Square

Cube End Tables
- Black 24"
- White 24"
24"Square x 21"H

Cube Cocktail Tables
- Black 24"
- White 24"
24"Square x 16"H

Hylton Tablet Table
White/Brushed Steel
18"W x 12"D x 28"H
**BARS & BAR BACKS**

**VIP Glow Bar 6’**
Frosted Plexi with Built-in Wireless LED Kit
- 72”W x 24”D x 42”H (Bar)
- 13”D x 18”H (Shelf)
*Includes remote control

**VIP Glow Bar 4’**
Frosted Plexi with Built-in Wireless LED Kit
- 48”W x 24”D x 42”H (Bar)
- 13”D x 18”H (Shelf)
*Includes remote control

**Piazza Bar Back**
- Black
- White
- 44”W x 12”D x 79”H
- 13”W x 14”H (Inside Shelf)

**Blox Bar Back**
- Walnut/Brushed Metal
- 30”W x 16”D x 86”H

**Bar**
- Black with 2 shelves in back
- White with 2 shelves in back

- 48”W x 16”D x 42”H
STOOLS

Vienna Stool
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic
- 17” Square x 39” H

Criss Cross Bar Stool
- Espresso Leather
- White Leather
- 15” W x 19” D x 41” H

Colin Stool
- Natural Maple
- 20” W x 19” D x 46” H

Euro Bar Stool
- Black
- 22” W x 24” D x 42” H

Hourglass Bar Stool
- Black
- White
- 18” W x 20” D x 43” H

Equino Stool
- Black
- White
- 15” W x 13” D x 35” H

Silk Back Bar Stool
- Black
- White
- Green
- Purple
- Blue
- Red
- 17” W x 18” D x 42” H
STOOLS

Clara Stool
- White
- 17”W x 21”D x 41”H

Marcus Bar Stool
- Steel
- 17”Square (at footbase) x 29”H

Regal Stool
- Brown Leather
- 19”W x 24”D x 45”H

Caprice Stool
- Black Fabric
- 25”W x 26”D x 44”H

Sonic Stool
- Black
- 22”W x 23”D x 42”H

Nexus Stool
- White
- 19”W x 20”D x 44”H

CAFE CHAIRS

Vienna Chair
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic
- 21”Square x 32”H

Silk Back Chair
- Black
- White
- Purple
- Blue
- Red
- 17”W x 18”D x 34”H
CAFE CHAIRS

Clara Chair
White
18”W x 21”D x 34”H

Leslie Chair
White
17”W x 21”D x 31”H

Criss Cross Chair
□ Espresso Leather
□ White Leather
17”W x 21”D x 35”H

Elio Chair
Steel
17”Square x 33”H

Caprice Chair
Black
25”W x 24”D x 32”H

Comet Chair
Black
23”W x 22”D x 32”H (With Arms)
19”W x 22”D x 32”H (Without Arms)

Regal Dining Chair
Brown Leather
19”W x 23”D x 38”H

Sonic Chair
Black
20”W x 21”D x 32”H

Nexus Chair
White
19”W x 22”D x 32”H
CAFÉ CHAIRS

Colin Chair
Natural Maple
22”W x 19”D x 33”H

BAR TABLES

Euro Bar Table
Black/Black 30”
30”Round x 42”H
Black/Black 36”
36”Round x 42”H

Silk Bar Table
Black/Chrome 30”
30”Round x 42”H
Black/Chrome 36”
36”Round x 42”H

City Bar Table
Maple/Black 30”
30”Round x 42”H
Maple/Black 36”
36”Round x 42”H

Park Ave Bar Table
Maple/Chrome 30”
30”Round x 42”H
Maple/Chrome 36”
36”Round x 42”H

Summit Bar Table
White/Black 30”
30”Round x 42”H
White/Black 36”
36”Round x 42”H

Blanco Round Bar Table
White/Chrome 30”
30”Round x 42”H
White/Chrome 36”
36”Round x 42”H

Colin Chair
Natural Maple
22”W x 19”D x 33”H

Euro Bar Table
Black/Black 30”
30”Round x 42”H
Black/Black 36”
36”Round x 42”H

Silk Bar Table
Black/Chrome 30”
30”Round x 42”H
Black/Chrome 36”
36”Round x 42”H

City Bar Table
Maple/Black 30”
30”Round x 42”H
Maple/Black 36”
36”Round x 42”H

Park Ave Bar Table
Maple/Chrome 30”
30”Round x 42”H
Maple/Chrome 36”
36”Round x 42”H

Summit Bar Table
White/Black 30”
30”Round x 42”H
White/Black 36”
36”Round x 42”H

Blanco Round Bar Table
White/Chrome 30”
30”Round x 42”H
White/Chrome 36”
36”Round x 42”H
**BAR TABLES**

**Fuze Bar Table**
Zebrawood Laminate/Chrome
36"Square x 42"H

**Blanco Square Bar Table**
White/Chrome
24"Square x 42"H

**Blanco Rectangle Bar Table**
White/Chrome
72"W x 24"D x 42"H

**Spectrum Bar Table Red**
Red/Chrome
24"Square x 42"H

**Spectrum Bar Table Blue**
Blue/Chrome
24"Square x 42"H

**Spectrum Bar Table Purple**
Purple/Chrome
24"Square x 42"H

**Spectrum Bar Table Green**
Green/Chrome
24"Square x 42"H

**Zinc Bar Table**
Chrome
24"Round x 42"H
BAR TABLES

Aspen Bar Table
White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES

Euro Café Table
Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H

Silk Café Table
Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H

Park Ave Café Table
Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H

City Café Table
Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H

Summit Café Table
White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H

Blanco Café Table
White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H
CAFÉ TABLES

Fuze Café Table
Zebrawood Laminate/Chrome
36” Square x 30”H

Blanco Square Café Table
White/Chrome Rectangle
24” Square x 30”H

Blanco Rectangle Café Table
White/Chrome Rectangle
72” W x 24” D x 30”H

Spectrum Café Table Red
Red/Chrome
24” Square x 30”H

Spectrum Café Table Blue
Blue/Chrome
24” Square x 30”H

Spectrum Café Table Purple
Purple/Chrome
24” Square x 30”H

Spectrum Café Table Green
Green/Chrome
24” Square x 30”H

Aspen Dining Table
White/Brushed Steel
72” W x 30” D x 30”H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96” W x 48” D x 30”H
OFFICE SEATING

Tamiri High Back Chair
Black Leather
25”W x 27”D x 45”H

Tamiri Mid Back Chair
Black Leather
25”W x 27”D x 39”H

Tamiri Guest Chair
Black Leather
25”W x 27”D x 37”H

Accord Chair
Black
□ White
25”Square x 44”H

Goal Task Chair
Black
25”W x 24”D x 39”H

Goal Task Chair Armless
Black
21”W x 24”D x 39”H

Enterprise High Back Conference Chair
Black Fabric
25”W x 27”D x 45”H

Enterprise Mid Back Conference Chair
Black Fabric
24”W x 26”D x 39”H

Enterprise Guest Chair
Black Fabric
25”W x 27”D x 37”H
OFFICE SEATING

Goal Drafting Stool
Black
25"W x 24"D x 48"H

Goal Drafting Stool Armless
Black
21"W x 24"D x 48"H

CONFERENCE TABLES

Conference Table Round
- Black
- Mahogany
42"Round x 29"H

Command 6’ Conference Table
- Black
- Sirona
- White
72"W x 36”D x 31”H

Command 8’ Conference Table
- Black
- Sirona
- White
96"W x 48”D x 31”H

Command 10’ Conference Table
- Black
- Sirona
- White
120"W x 48”D x 31”H
OFFICE FURNITURE

Computer Kiosk
- Black
- White
24" Square x 42" H

Black Credenza
- Black
60" W x 20" D x 29" H

Black Double Pedestal Desk
- Black
60" W x 30" D x 29" H

5 Shelf Bookcase
- Black
- Mahogany
36" W x 12" D x 72" H

Genoa Kneespace Credenza
- Mahogany 2 Filing Cabinets/2-Drawers
66" W x 20" D x 29" H

Genoa Storage Credenza
- Mahogany 2 Filing Cabinets
- 2-Drawers-Inside Shelves
66" W x 20" D x 29" H

Genoa Executive Desk
- Mahogany Double Pedestal-Locking Drawers
72" W x 36" D x 29" H
OFFICE FURNITURE

Vivid Café Table Square
Clear Glass/Smoked Powder Coat Finish
42" Square x 30"H

Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H

Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60"W x 36"D x 30"H

Brooklyn Round Dining Table
Clear Glass/Chrome
42" Round x 30"H

Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H
METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
15”W x 25”D x 29”H
Black Legal
18”W x 25”D x 29”H

4-Drawer File
Black Letter
15”W x 25”D x 52”H
Black Legal
18”W x 25”D x 52”H

2-Drawer Lateral File
Black (Pictured)
36”W x 18”D x 27”H
Black (Not Pictured)
36”W x 20”D x 29”H

4-Drawer Lateral File
Black
36”W x 18”D x 54”H

Storage Cabinet
Black
36”W x 18”D x 72”H
PEDESTALS

Display Pedestals 42”
- Black
  - 14”Square x 42”H
- Black
  - 24”Square x 42”H
- Black
  - 18”Square x 42”H
- White
  - 14”Square x 42”H

Display Pedestals 36”
- Black
  - 14”Square x 36”H
- Black
  - 24”Square x 36”H
- White
  - 14”Square x 36”H

Display Pedestals 30”
- Black
  - 14”Square x 30”H
- Black
  - 24”Square x 30”H
- White
  - 14”Square x 30”H

Locking Pedestal
- Black
- White
  - 24”Square x 42”H

Fuze Pedestal
- Zebrwood Laminate/Chrome
  - 16”Square x 44”H

London Pedestal
- Marble/Chrome
  - 16”Square x 44”H
MISCELLANEOUS ITEMS

**Stanchion**  
Chrome  
41"H  
**Stanchion Rope**  
Red Velour  
6'L

**Nero Literature Rack**  
Black  
15"W x 12"D x 54"H

**Argento Literature Rack**  
Aluminum  
15"W x 12"D x 54"H

**Alto Literature Rack**  
Black/Metal  
11"W x 10"D x 57"H

**Compact Refrigerator**  
Black 4 Cu Ft  
21"W x 22"D x 32"H

LIGHTING

**Silo Grey Lamps**  
Table Lamp  
25"H  
Floor Lamp  
70"H

**Silo White Lamps**  
Table Lamp  
25"H  
Floor Lamp  
70"H

**Neutrino Floor Lamp**  
Steel  
67"H
**Design Your Booth Space Your Way**

**20x20 Booth Footprint**
- Blanc Loveseat • Blanc Chair • Blanc Cube Ottoman
- Brooklyn Round End Table • Brooklyn Cocktail Table
- Aspen Bar Table - Charged • Nexus Stool
- VIP Glow Bar 6’ • Argento Literature Rack

**20x20 Booth Footprint**
- Aspen Dining Table • Colin Chair
- Lincoln Bench - Charged • VIP Glow Bar 4’

**10x10 Booth Footprint**
- Niko Chair • Novel End Table • Fuze Pedestal
- 30” Round Bar Table With Tulip Base - White • Vienna Stool

**20x10 Booth Footprint**
- Chandler Loveseat • Brushed Steel Lamp
- Continental Curved Bench • Rose Table
- Aria End Table - White • London Console Table
<table>
<thead>
<tr>
<th>Item Number</th>
<th>Weight</th>
<th>Weight</th>
<th>Dimensions</th>
<th>Discount</th>
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<td>100 lbs.</td>
<td>Blanc Bright White Leather Sofa</td>
<td>75&quot;W x 35&quot;D x 35&quot;H</td>
<td>$814.00</td>
<td>$1,058.20</td>
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<tr>
<td>1816-0614</td>
<td>90 lbs.</td>
<td>Blanc Bright White Leather Loveseat</td>
<td>54&quot;W x 35&quot;D x 35&quot;H</td>
<td>$777.00</td>
<td>$1,010.10</td>
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<tr>
<td>1828-0834</td>
<td>75 lbs.</td>
<td>Blanc Bright White Leather Chair</td>
<td>31&quot;W x 35&quot;D x 35&quot;H</td>
<td>$649.00</td>
<td>$843.70</td>
<td>$</td>
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<tr>
<td>1802-0072</td>
<td>40 lbs.</td>
<td>Blanc Bright White Leather Bench Ottoman</td>
<td>48&quot;W x 24&quot;D x 18&quot;H</td>
<td>$930.00</td>
<td>$507.00</td>
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<tr>
<td>1818-0274</td>
<td>15 lbs.</td>
<td>Blanc Bright White Leather Cube Ottoman</td>
<td>17&quot;Square</td>
<td>$136.00</td>
<td>$176.80</td>
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<tr>
<td>1828-0607</td>
<td>115 lbs.</td>
<td>Whisper White Leather Sofa</td>
<td>87&quot;W x 37&quot;D x 35&quot;H</td>
<td>$777.00</td>
<td>$1,010.10</td>
<td>$</td>
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<tr>
<td>1816-0417</td>
<td>90 lbs.</td>
<td>Whisper White Leather Loveseat</td>
<td>61&quot;W x 37&quot;D x 35&quot;H</td>
<td>$745.00</td>
<td>$968.50</td>
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<tr>
<td>1828-0487</td>
<td>60 lbs.</td>
<td>Whisper White Leather Chair</td>
<td>35&quot;W x 37&quot;D x 35&quot;H</td>
<td>$618.00</td>
<td>$803.40</td>
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<tr>
<td>1802-0003</td>
<td>65 lbs.</td>
<td>Whisper White Leather Square Ottoman</td>
<td>54&quot;Square x 17&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
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<tr>
<td>1818-0038</td>
<td>64 lbs.</td>
<td>Whisper White Leather Round Ottoman</td>
<td>46&quot;Round x 17&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
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<tr>
<td>1828-0554</td>
<td>38 lbs.</td>
<td>Function Bright White Leather Armless Chair</td>
<td>28&quot;Square x 29&quot;H</td>
<td>$415.00</td>
<td>$539.50</td>
<td>$</td>
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<tr>
<td>1806-0016</td>
<td>27 lbs.</td>
<td>Function Bright White Leather Corner</td>
<td>28&quot;Square x 29&quot;H</td>
<td>$466.00</td>
<td>$579.80</td>
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<tr>
<td>1830-0006</td>
<td>105 lbs.</td>
<td>Continental Bright White Leather Curved Loveseat</td>
<td>82&quot;W x 34&quot;D x 31&quot;H</td>
<td>$802.00</td>
<td>$1,042.60</td>
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<tr>
<td>1830-0002</td>
<td>105 lbs.</td>
<td>Continental Bright White Leather Reverse Curved Loveseat</td>
<td>72&quot;W x 34&quot;D x 31&quot;H</td>
<td>$777.00</td>
<td>$1,010.10</td>
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<tr>
<td>1828-0606</td>
<td>35 lbs.</td>
<td>Continental Bright White Leather Wedge Ottoman</td>
<td>30&quot;W x 34&quot;D x 15&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
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<tr>
<td>1818-0283</td>
<td>75 lbs.</td>
<td>Continental Bright White Leather Curved Bench</td>
<td>70&quot;W x 26&quot;D x 19&quot;H</td>
<td>$407.00</td>
<td>$529.10</td>
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<tr>
<td>1818-0284</td>
<td>30 lbs.</td>
<td>Continental Bright White Leather Half Moon Ottoman</td>
<td>33&quot;W x 19&quot;D x 19&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
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<tr>
<td>1828-0674</td>
<td>100 lbs.</td>
<td>Sophistication White Leather Sofa</td>
<td>72&quot;W x 31&quot;D x 48&quot;H</td>
<td>$802.00</td>
<td>$832.00</td>
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<tr>
<td>1816-0466</td>
<td>90 lbs.</td>
<td>Sophistication White Leather Loveseat</td>
<td>48&quot;W x 31&quot;D x 48&quot;H</td>
<td>$542.00</td>
<td>$704.60</td>
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<tr>
<td>1828-0563</td>
<td>60 lbs.</td>
<td>Sophistication White Leather Chair</td>
<td>31&quot;Square x 48&quot;H</td>
<td>$306.00</td>
<td>$397.80</td>
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<tr>
<td>1806-0017</td>
<td>40 lbs.</td>
<td>Sophistication White Leather Corner</td>
<td>31&quot;Square x 48&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
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<tr>
<td>1818-0036</td>
<td>38 lbs.</td>
<td>Boca Black Leather Corner</td>
<td>27&quot;W x 27&quot;D x 30&quot;H</td>
<td>$446.00</td>
<td>$579.80</td>
<td>$</td>
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<tr>
<td>1828-0786</td>
<td>28 lbs.</td>
<td>Boca Black Leather Armless</td>
<td>27&quot;W x 27&quot;D x 30&quot;H</td>
<td>$415.00</td>
<td>$539.50</td>
<td>$</td>
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<tr>
<td>1828-0602</td>
<td>110 lbs.</td>
<td>Metro Black Leather Sofa</td>
<td>85&quot;W x 35&quot;D x 35&quot;H</td>
<td>$669.00</td>
<td>$869.70</td>
<td>$</td>
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<tr>
<td>1816-0467</td>
<td>90 lbs.</td>
<td>Metro Black Leather Loveseat</td>
<td>60&quot;W x 35&quot;D x 35&quot;H</td>
<td>$503.00</td>
<td>$653.90</td>
<td>$</td>
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<tr>
<td>1828-0482</td>
<td>75 lbs.</td>
<td>Metro Black Leather Chair</td>
<td>35&quot;Square x 35&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
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<tr>
<td>1818-0179</td>
<td>65 lbs.</td>
<td>Metro Black Leather Square Ottoman</td>
<td>40&quot;Square x 17&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
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<tr>
<td>1828-0008</td>
<td>43 lbs.</td>
<td>Metro Black Leather Bench Ottoman</td>
<td>60&quot;W x 24&quot;D x 17&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
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<tr>
<td>1822-0085</td>
<td>105 lbs.</td>
<td>Suave Midnight Sofa</td>
<td>77&quot;W x 36&quot;D x 33&quot;H</td>
<td>$586.00</td>
<td>$761.80</td>
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<tr>
<td>1816-0069</td>
<td>80 lbs.</td>
<td>Suave Midnight Loveseat</td>
<td>54&quot;W x 36&quot;D x 33&quot;H</td>
<td>$509.00</td>
<td>$661.70</td>
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<tr>
<td>1828-0151</td>
<td>65 lbs.</td>
<td>Suave Midnight Chair</td>
<td>32&quot;W x 36&quot;D x 33&quot;H</td>
<td>$382.00</td>
<td>$496.60</td>
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<tr>
<td>1822-0605</td>
<td>90 lbs.</td>
<td>Grammercy Charcoal Leather Sofa</td>
<td>82&quot;W x 36&quot;D x 36&quot;H</td>
<td>$745.00</td>
<td>$968.50</td>
<td>$</td>
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<tr>
<td>1816-0469</td>
<td>90 lbs.</td>
<td>Grammercy Charcoal Leather Loveseat</td>
<td>57&quot;W x 36&quot;D x 36&quot;H</td>
<td>$649.00</td>
<td>$843.70</td>
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<tr>
<td>1828-0485</td>
<td>40 lbs.</td>
<td>Grammercy Charcoal Leather Chair</td>
<td>28&quot;W x 36&quot;D x 36&quot;H</td>
<td>$415.00</td>
<td>$539.50</td>
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<tr>
<td>1806-0015</td>
<td>51 lbs.</td>
<td>Grammercy Charcoal Leather Corner</td>
<td>36&quot;Square x 36&quot;H</td>
<td>$478.00</td>
<td>$621.40</td>
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<tr>
<td>1818-0363</td>
<td>64 lbs.</td>
<td>Grammercy Charcoal Leather Round Ottoman</td>
<td>36&quot;Round x 17&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
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<tr>
<td>1818-0333</td>
<td>65 lbs.</td>
<td>Grammercy Charcoal Leather Square Ottoman</td>
<td>40&quot;Square x 17&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
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<tr>
<td>1828-0789</td>
<td>100 lbs.</td>
<td>Parma Brown Leather Sofa</td>
<td>79&quot;W x 37&quot;D x 36&quot;H</td>
<td>$669.00</td>
<td>$869.70</td>
<td>$</td>
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<tr>
<td>1816-0577</td>
<td>70 lbs.</td>
<td>Parma Brown Leather Loveseat</td>
<td>56&quot;W x 37&quot;D x 36&quot;H</td>
<td>$503.00</td>
<td>$653.90</td>
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<tr>
<td>1828-0710</td>
<td>75 lbs.</td>
<td>Parma Brown Leather Chair</td>
<td>35&quot;Square x 34&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
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<tr>
<td>1828-0061</td>
<td>43 lbs.</td>
<td>Parma Brown Leather Bench Ottoman</td>
<td>60&quot;W x 24&quot;D x 17&quot;H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$</td>
<td></td>
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<tr>
<td>1822-0074</td>
<td>100 lbs.</td>
<td>Montana Mocha Sofa</td>
<td>79&quot;W x 35&quot;D x 34&quot;H</td>
<td>$630.00</td>
<td>$819.00</td>
<td>$</td>
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<tr>
<td>1816-0573</td>
<td>90 lbs.</td>
<td>Montana Mocha Loveseat</td>
<td>57&quot;W x 35&quot;D x 34&quot;H</td>
<td>$554.00</td>
<td>$720.20</td>
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<tr>
<td>1828-0704</td>
<td>75 lbs.</td>
<td>Montana Mocha Chair</td>
<td>35&quot;Square x 34&quot;H</td>
<td>$427.00</td>
<td>$555.10</td>
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<tr>
<td>1828-0823</td>
<td>100 lbs.</td>
<td>Madison Sofa</td>
<td>86&quot;W x 34&quot;D x 34&quot;H</td>
<td>$777.00</td>
<td>$1,010.10</td>
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<tr>
<td>1828-0794</td>
<td>75 lbs.</td>
<td>Madison Chair</td>
<td>33&quot;W x 34&quot;D x 34&quot;H</td>
<td>$453.00</td>
<td>$588.90</td>
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<tr>
<td>1818-0256</td>
<td>35 lbs.</td>
<td>Madison Sky Bench</td>
<td>4&quot;W x 24&quot;D x 17&quot;H</td>
<td>$319.00</td>
<td>$414.70</td>
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<td>Description</td>
<td>Dimensions</td>
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<tr>
<td>18184-0252</td>
<td>Madison Ottoman - Willow</td>
<td>24&quot;Square x 17&quot;H</td>
<td>$204.00</td>
<td>$265.20</td>
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<tr>
<td>18184-0253</td>
<td>Madison Ottoman - Sand Dollar</td>
<td>24&quot;Square x 17&quot;H</td>
<td>$204.00</td>
<td>$265.20</td>
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<tr>
<td>18184-0254</td>
<td>Madison Ottoman - Apricot</td>
<td>24&quot;Square x 17&quot;H</td>
<td>$204.00</td>
<td>$265.20</td>
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<tr>
<td>18184-0255</td>
<td>Madison Ottoman - Sunflower</td>
<td>24&quot;Square x 17&quot;H</td>
<td>$204.00</td>
<td>$265.20</td>
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<tr>
<td>18228-0795</td>
<td>Red Leather Sofa</td>
<td>76&quot; W x 37&quot; D x 35&quot;H</td>
<td>$669.00</td>
<td>$869.70</td>
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<tr>
<td>18167-0581</td>
<td>Red Leather Love seat</td>
<td>53&quot; W x 37&quot; D x 35&quot;H</td>
<td>$644.00</td>
<td>$837.20</td>
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<tr>
<td>18284-0171</td>
<td>Red Leather Chair</td>
<td>31&quot; W x 37&quot; D x 35&quot;H</td>
<td>$503.00</td>
<td>$633.90</td>
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<tr>
<td>18024-0062</td>
<td>Red Leather Bench Ottoman</td>
<td>60&quot; W x 24&quot; D x 17&quot;H</td>
<td>$345.00</td>
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<tr>
<td>13229-0007</td>
<td>Evoke Sofa</td>
<td>81&quot; W x 35&quot; D x 27&quot;H</td>
<td>$1,011.00</td>
<td>$1,314.30</td>
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<tr>
<td>13041-0015</td>
<td>Evoke Chair</td>
<td>33&quot; W x 35&quot; D x 27&quot;H</td>
<td>$542.00</td>
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<tr>
<td>13054-0011</td>
<td>Evoke Cocktail Table</td>
<td>48&quot; W x 24&quot; D x 18&quot;H</td>
<td>$345.00</td>
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<tr>
<td>13110-0009</td>
<td>Evoke End Table</td>
<td>24&quot; W x 28&quot; D x 25&quot;H</td>
<td>$306.00</td>
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<tr>
<td>13110-0008</td>
<td>Evoke Cube Table</td>
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<tr>
<td>18228-0858</td>
<td>White Leather Sofa</td>
<td>81&quot; W x 30&quot; D x 38&quot;H</td>
<td>$828.00</td>
<td>$1,076.40</td>
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<tr>
<td>18167-0622</td>
<td>White Leather Love seat</td>
<td>58&quot; W x 30&quot; D x 38&quot;H</td>
<td>$757.00</td>
<td>$984.10</td>
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<tr>
<td>18284-0856</td>
<td>White Leather Chair</td>
<td>31&quot; W x 30&quot; D x 38&quot;H</td>
<td>$630.00</td>
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<tr>
<td>99-12050-04</td>
<td>Aria Purple Cocktail Table</td>
<td>44&quot; W x 20&quot; D x 18&quot;H</td>
<td>$255.00</td>
<td>$331.50</td>
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<tr>
<td>99-12304-03</td>
<td>Aria Green End Table</td>
<td>24&quot; W x 20&quot; D x 18&quot;H</td>
<td>$242.00</td>
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<tr>
<td>99-12304-04</td>
<td>Aria Purple End Table</td>
<td>24&quot; W x 20&quot; D x 22&quot;H</td>
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<tr>
<td>14148-0001</td>
<td>2 Drawer Vertical File - Letter Size Black</td>
<td>35 lbs</td>
<td>15&quot; W x 25&quot; D x 29&quot; H</td>
<td>$167.00</td>
<td>$217.10</td>
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<tr>
<td>14147-0001</td>
<td>2 Drawer Vertical File - Legal Size Black</td>
<td>35 lbs</td>
<td>18&quot; W x 25&quot; D x 29&quot; H</td>
<td>$217.00</td>
<td>$282.10</td>
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<tr>
<td>14148-0002</td>
<td>4 Drawer Vertical File - Letter Size Black</td>
<td>45 lbs</td>
<td>15&quot; W x 25&quot; D x 52&quot; H</td>
<td>$224.00</td>
<td>$291.20</td>
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<tr>
<td>14147-0002</td>
<td>4 Drawer Vertical File - Legal Size Black</td>
<td>45 lbs</td>
<td>18&quot; W x 25&quot; D x 52&quot; H</td>
<td>$249.00</td>
<td>$323.70</td>
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<tr>
<td>14143-0006</td>
<td>2 Drawer Lateral File - Black</td>
<td>100 lbs</td>
<td>36&quot; W x 18&quot; D x 27&quot; H</td>
<td>$224.00</td>
<td>$291.20</td>
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<tr>
<td>14143-0144</td>
<td>2 Drawer Lateral File - Black</td>
<td>125 lbs</td>
<td>36&quot; W x 20&quot; D x 29&quot; H</td>
<td>$224.00</td>
<td>$291.20</td>
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<tr>
<td>14130-0008</td>
<td>4 Drawer Lateral File - Black</td>
<td>170 lbs</td>
<td>36&quot; W x 18&quot; D x 54&quot; H</td>
<td>$249.00</td>
<td>$356.20</td>
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</tr>
<tr>
<td>14034-0015</td>
<td>Storage Cabinet - Black</td>
<td>135 lbs</td>
<td>36&quot; W x 18&quot; D x 72&quot; H</td>
<td>$249.00</td>
<td>$356.20</td>
<td>$ -</td>
<td></td>
</tr>
</tbody>
</table>

**Pedestals (Pg. 30)**

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
<th>Weight</th>
<th>Dimensions</th>
<th>Price 1</th>
<th>Price 2</th>
<th>Price 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>12091-0023</td>
<td>Display Pedestal 14&quot; x 42&quot; Black</td>
<td>50 lbs</td>
<td>14&quot; Square x 42&quot; H</td>
<td>$332.00</td>
<td>$431.60</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0004</td>
<td>Display Pedestal 24&quot; x 42&quot; Black</td>
<td>120 lbs</td>
<td>24&quot; Square x 42&quot; H</td>
<td>$402.00</td>
<td>$522.60</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0002</td>
<td>Display Pedestal 18&quot; x 42&quot; Black</td>
<td>55 lbs</td>
<td>18&quot; Square x 42&quot; H</td>
<td>$370.00</td>
<td>$481.00</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0030</td>
<td>Display Pedestal 14&quot; x 42&quot; White</td>
<td>50 lbs</td>
<td>14&quot; Square x 42&quot; H</td>
<td>$332.00</td>
<td>$431.60</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0024</td>
<td>Display Pedestal 14&quot; x 36&quot; Black</td>
<td>45 lbs</td>
<td>14&quot; Square x 36&quot; H</td>
<td>$281.00</td>
<td>$365.30</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0034</td>
<td>Display Pedestal 24&quot; x 36&quot; Black</td>
<td>75 lbs</td>
<td>24&quot; Square x 36&quot; H</td>
<td>$402.00</td>
<td>$522.60</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0031</td>
<td>Display Pedestal 14&quot; x 36&quot; White</td>
<td>45 lbs</td>
<td>14&quot; Square x 36&quot; H</td>
<td>$281.00</td>
<td>$365.30</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0033</td>
<td>Display Pedestal 24&quot; x 36&quot; White</td>
<td>75 lbs</td>
<td>24&quot; Square x 36&quot; H</td>
<td>$402.00</td>
<td>$522.60</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0025</td>
<td>Display Pedestal 14&quot; x 30&quot; Black</td>
<td>40 lbs</td>
<td>14&quot; Square x 30&quot; H</td>
<td>$262.00</td>
<td>$340.60</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0003</td>
<td>Display Pedestal 24&quot; x 30&quot; Black</td>
<td>80 lbs</td>
<td>24&quot; Square x 30&quot; H</td>
<td>$382.00</td>
<td>$496.60</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0001</td>
<td>Display Pedestal 18&quot; x 30&quot; Black</td>
<td>45 lbs</td>
<td>18&quot; Square x 30&quot; H</td>
<td>$269.00</td>
<td>$349.70</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0032</td>
<td>Display Pedestal 14&quot; x 30&quot; White</td>
<td>40 lbs</td>
<td>14&quot; Square x 30&quot; H</td>
<td>$262.00</td>
<td>$340.60</td>
<td>$ -</td>
</tr>
<tr>
<td>14309-0001</td>
<td>Locking Pedestal Black</td>
<td>125 lbs</td>
<td>24&quot; Square x 42&quot; H</td>
<td>$497.00</td>
<td>$646.10</td>
<td>$ -</td>
</tr>
<tr>
<td>14179-0005</td>
<td>Locking Pedestal White</td>
<td>125 lbs</td>
<td>24&quot; Square x 42&quot; H</td>
<td>$497.00</td>
<td>$646.10</td>
<td>$ -</td>
</tr>
<tr>
<td>12091-0055</td>
<td>Fuze Pedestal</td>
<td>24 lbs</td>
<td>16&quot; Square x 44&quot; H</td>
<td>$274.00</td>
<td>$356.20</td>
<td>$ -</td>
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<tr>
<td>12091-0043</td>
<td>London Pedestal</td>
<td>24 lbs</td>
<td>16&quot; Square x 44&quot; H</td>
<td>$274.00</td>
<td>$356.20</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Miscellaneous Items (Pg. 31)**

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
<th>Weight</th>
<th>Dimensions</th>
<th>Price 1</th>
<th>Price 2</th>
<th>Price 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>14189-0066</td>
<td>Stanchion Chrome</td>
<td>30 lbs</td>
<td>41&quot; H</td>
<td>$77.00</td>
<td>$100.10</td>
<td>$ -</td>
</tr>
<tr>
<td>11526-0001</td>
<td>Stanchion Rope - Red Velour</td>
<td>2 lbs</td>
<td>6&quot; L</td>
<td>$40.00</td>
<td>$52.00</td>
<td>$ -</td>
</tr>
<tr>
<td>14308-0009</td>
<td>Nero Literature Stand - Black</td>
<td>8 lbs</td>
<td>15&quot; W x 12&quot; D x 53.5&quot; H</td>
<td>$186.00</td>
<td>$241.80</td>
<td>$ -</td>
</tr>
<tr>
<td>14308-0010</td>
<td>Argento Literature Rack</td>
<td>8 lbs</td>
<td>15&quot; W x 12&quot; D x 53.5&quot; H</td>
<td>$186.00</td>
<td>$241.80</td>
<td>$ -</td>
</tr>
<tr>
<td>14308-0005</td>
<td>Alto Literature Rack</td>
<td>7 lbs</td>
<td>10.5&quot; W x 9.5&quot; D x 57&quot; H</td>
<td>$192.00</td>
<td>$249.60</td>
<td>$ -</td>
</tr>
<tr>
<td>01209-0003</td>
<td>Compact Refrigerator Black - 4.0 Cu Ft</td>
<td>50 lbs</td>
<td>21&quot; W x 22&quot; D x 32&quot; H</td>
<td>$345.00</td>
<td>$448.50</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**Lighting (Pg. 31)**

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
<th>Weight</th>
<th>Dimensions</th>
<th>Price 1</th>
<th>Price 2</th>
<th>Price 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>09392-0019</td>
<td>Silo Grey Floor Lamp</td>
<td>15 lbs</td>
<td>70&quot; H</td>
<td>$169.00</td>
<td>$219.70</td>
<td>$ -</td>
</tr>
<tr>
<td>09417-0037</td>
<td>Silo Grey Table Lamp</td>
<td>7 lbs</td>
<td>25&quot; H</td>
<td>$123.00</td>
<td>$159.90</td>
<td>$ -</td>
</tr>
<tr>
<td>09392-0018</td>
<td>Silo White Floor Lamp</td>
<td>15 lbs</td>
<td>70&quot; H</td>
<td>$169.00</td>
<td>$219.70</td>
<td>$ -</td>
</tr>
<tr>
<td>09417-0036</td>
<td>Silo White Table Lamp</td>
<td>7 lbs</td>
<td>25&quot; H</td>
<td>$123.00</td>
<td>$159.90</td>
<td>$ -</td>
</tr>
<tr>
<td>09392-0001</td>
<td>Neutrino Steel Floor Lamp - Steel</td>
<td>7 lbs</td>
<td>67&quot; H</td>
<td>$173.00</td>
<td>$224.90</td>
<td>$ -</td>
</tr>
<tr>
<td>Company Name</td>
<td>-</td>
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</tr>
<tr>
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<td>City</td>
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<td>State</td>
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</tr>
<tr>
<td>Zip Code</td>
<td>-</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name / Date of Show</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Number : Date</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td>Email Address</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Contact Cell</td>
<td>Fax #</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Instructions:</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please make payments payable to: AEX CONVENTION SERVICES - TEXAS XPO
3089 English Creek Avenue
Egg Harbor Township, NJ 08234

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Product</td>
<td>-</td>
</tr>
<tr>
<td>Late Fee %</td>
<td>-</td>
</tr>
<tr>
<td>Sub Total</td>
<td>-</td>
</tr>
<tr>
<td>Sales Tax %</td>
<td>-</td>
</tr>
<tr>
<td>Total Amount Due</td>
<td>-</td>
</tr>
</tbody>
</table>
Show Name: New Jersey School Boards Association  
Show Dates: October 23-25, 2023  
Show Venue: Atlantic City Convention Center  
Deadline to Receive Discount Pricing: Monday, October 9, 2023

### STANDARD BOOTH CARPET
(Standard booth carpet is not available for Island Booths. Please see the Cut & Lay Carpet below.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td>$216.25</td>
<td>$302.75</td>
<td>$_________</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>$432.50</td>
<td>$605.50</td>
<td>$_________</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>$648.75</td>
<td>$908.25</td>
<td>$_________</td>
</tr>
<tr>
<td>10’ x 40’</td>
<td>$865.00</td>
<td>$1,211.00</td>
<td>$_________</td>
</tr>
</tbody>
</table>

For islands and booths larger than 400 sq. ft., standard booth carpet is not an available option. If complete exhibit area carpet is desired, see Cut & Lay and Plush Carpet offerings below.

### CUT & LAY CARPET (100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ sq. ft.</td>
<td>$6.00</td>
<td>$8.50</td>
<td>$_________</td>
</tr>
</tbody>
</table>

### PLUSH CARPET (200 sq. ft. minimum. Plush Carpet Order must be received at least four weeks prior to the show.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ sq. ft.</td>
<td>$7.75</td>
<td>$10.75</td>
<td>$_________</td>
</tr>
</tbody>
</table>

Please select plush carpet color:
- White
- Ivory
- Beige
- Big Blue Top
- Royal Blue
- Navy Blue
- Red
- Burgundy
- Charcoal
- Pewter Gray
- Black
- Emerald Green

Please call if you don’t see your color.

### PADDING & COVERING (per sq. ft.)

<table>
<thead>
<tr>
<th>Sq Ft</th>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>Padding</td>
<td>$1.20 sq ft</td>
<td>$1.56 sq ft</td>
<td>$_________</td>
</tr>
<tr>
<td>______</td>
<td>Double Padding</td>
<td>$2.40 sq ft</td>
<td>$3.12 sq ft</td>
<td>$_________</td>
</tr>
<tr>
<td>______</td>
<td>Plastic Covering</td>
<td>$0.50 sq ft</td>
<td>$0.70 sq ft</td>
<td>$_________</td>
</tr>
</tbody>
</table>

Company Name: ___________________________  Booth#: ________________  Order Total: _______________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.
Show Name: New Jersey School Boards Association  
Show Dates: October 23-25, 2023  
Show Venue: Atlantic City Convention Center  
Deadline to Receive Discount Pricing: Monday, October 9, 2023

Turnkey Modular Exhibit Rental

The Briarwood - 10’ Pop Up  
$1,630.25

10’ Pop Up Design Includes:
1. 100 sq. ft. Standard Carpet
2. Velcro Header 10’ x 12”

Additional Options Available:
- Lighting, Back Wall Graphics, and Carpet Padding

The Crestwood - 3 Meter Hardwall  
$3,087.75

Classic 3 Meter Hardwall Includes:
1. 100 sq. ft. Standard Carpet
2. Header Graphic

Additional Options Available:
- Lighting, Back Wall Graphics, and Carpet Padding

The Frankford - 6 Meter Hardwall  
$5,403.00

6 Meter Hardwall Design Includes:
1. 200 sq. ft. Standard Carpet
2. Header Graphic

Additional Options Available:
- Lighting, Back Wall Graphics, and Carpet Padding

The Magnolia - 6 Meter Hardwall  
$5,789.00

6 Meter Hardwall Design Includes:
1. 200 sq. ft. Standard Carpet
2. Header Graphics

Additional Options Available:
- Lighting, Back Wall Graphics, Shelving and Carpet Padding

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3089 English Creek Avenue, Egg Harbor Township, NJ 08234 - 609.272.1600 - Orders@AEXServices.com
Show Name: New Jersey School Boards Association
Show Dates: October 23-25, 2023
Show Venue: Atlantic City Convention Center
Deadline to Receive Discount Pricing: Monday, October 9, 2023

TURNKEY MODULAR EXHIBIT RENTAL

The Lakeview - 3 Meter Display
$3,836.75
3 Meter Fabric Design Includes:
(1) 100 sq. ft. Standard Carpet
(1) 3 Meter Printed Fabric Backwall
(1) 1 Meter Cabinet

Additional Options Available:
Cabinet Graphics and Carpet Padding

The Kensington - 3 Meter Hard Wall & Closet
$6,890.50
3 Meter Hardwall with Closet Includes:
(1) 100 sq. ft. Standard Carpet
(1) 3 Printed Panels
(1) 1 Meter Cabinet

Additional Options Available:
Lighting, Monitor, Shelving, Graphics for Cabinet

The Mayflower - 6 Meter Display
$6,562.50
6 Meter Fabric Display Includes:
(1) 200 sq. ft. Standard Carpet
(1) 6 Meter Printed Fabric Backwall
(1) 1 Meter Cabinet

Additional Options Available:
Lighting, Graphics for Cabinet, and Carpet Padding

The Hillside - 6 Meter Hardwall Display
$7,583.50
6 Meter Fabric Display Includes:
(1) 200 sq. ft. Standard Carpet
(6) Printed Backwall Panels
(6) Shelves
(1) Meter Cabinet

Additional Options Available:
Lighting, Graphics for Cabinet, and Carpet Padding
Show Name: New Jersey School Boards Association
Show Dates: October 23-25, 2023
Show Venue: Atlantic City Convention Center
Deadline to Receive Discount Pricing: Monday, October 9, 2023

**The Ridgewood - 20' x 20' Open Concept Display**
$14,215.25

- 20' x 20' Fabric Open Concept Includes:
  - (1) 400 sq. ft. Standard Carpet
  - (3) 1 Meter Work Stations
  - (6) Printed Fabric for All Walls

**Additional Options Available:**
- Monitors, Lighting, Graphics for Cabinets, and Carpet Padding

---

**The Fairview - 20' x 20' Z Shaped Display**
$16,473.50

- 20' x 20' Fabric Open Concept Includes:
  - (1) 400 sq. ft. Standard Carpet
  - (2) 2 Meter Work Stations
  - Printed Fabrics for Walls
  - Closet

**Additional Options Available:**
- Monitors, Lighting, Graphics for Work Stations, and Carpet Padding

---

**The Lexington - 20' x 20' Fabric Display**
$17,468.00

- 20' x 20' Fabric Display Includes:
  - (1) 400 sq ft Standard Carpet
  - (3) 1 Meter Standard Work Stations
  - (1) 1 Meter Curved Podium
  - Printed Fabric for Walls

**Additional Options Available:**
- Monitors, Lighting, Graphics for Work Stations, and Carpet Padding

---

**Additional Lights**
- Qty. ___________ Light @ $  42.75 each = $_________

**Additional Hardware Shelves**
- Qty. ___________ Shelves @ $  25.00 each = $_________

**Slatwall Per Panel**
- Qty. ___________ Slatwall @ $169.50 each = $_________

**Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**

- Red  ○ Blue  ○ Black  ○ Gray
  - Qty. ___________ Colored panels @ $ 51.75 each = $_________
  - Qty. ___________ Velcro panels @ $ 85.00 each = $_________

- Additional charges for custom graphic panels, please call for pricing.
- If you require a Custom Exhibit Design not shown above, please call (609)272-1600.
- Electric service IS NOT included. Please make arrangements in advance with exhibit facility.
- Add 30% if ordered after discount deadline

Company Name: _________________________________________  Booth#: ________________  Order Total: _______________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%

---

3089 English Creek Avenue, Egg Harbor Township, NJ 08234 - 609.272.1600 - Orders@AEXServices.com
Show Name: New Jersey School Boards Association
Show Dates: October 23-25, 2023
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---

Giving You More Options
Order Your Custom Counter
Add Graphics for Additional Branding

1 Meter Square Counters

Curved Counters

2 Meter Rectangle Counters

COUNTER OPTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Counter Size</th>
<th>Discount</th>
<th>Standard</th>
<th>Color Option</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Meter Square Counter</td>
<td>41&quot;L x 42&quot;H x 23&quot;D</td>
<td>$689.00</td>
<td>$964.50</td>
<td>□ White □ Black</td>
<td>___________</td>
</tr>
<tr>
<td>Curved Counter</td>
<td>45&quot;L x 42&quot;H x 22&quot;D</td>
<td>$832.00</td>
<td>$1,164.75</td>
<td>□ White □ Black</td>
<td>___________</td>
</tr>
<tr>
<td>2 Meter Rectangle Counter</td>
<td>80&quot;L x 42&quot;H x 23&quot;D</td>
<td>$908.25</td>
<td>$1,271.50</td>
<td>□ White □ Black</td>
<td>___________</td>
</tr>
</tbody>
</table>

CUSTOM GRAPHICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Graphic Size</th>
<th>Discount</th>
<th>Standard</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Meter Square Counter (Front Panel Only)</td>
<td>38 1/4&quot; x 39&quot;</td>
<td>$251.25</td>
<td>$326.75</td>
<td>___________</td>
</tr>
<tr>
<td>Curved Counter</td>
<td>60 3/4&quot; x 39&quot;</td>
<td>$280.75</td>
<td>$365.00</td>
<td>___________</td>
</tr>
<tr>
<td>2 Meter Rectangle Counter (Front Panel Only)</td>
<td>77 1/2&quot; x 39&quot;</td>
<td>$509.00</td>
<td>$661.75</td>
<td>___________</td>
</tr>
<tr>
<td>Side Panel (Per Panel)</td>
<td>18 1/2&quot; x 39&quot;</td>
<td>$  87.75</td>
<td>$114.00</td>
<td>___________</td>
</tr>
</tbody>
</table>

To receive the discount rate, order form, payment authorization and artwork (if applicable) must be received by the discount deadline. Orders received after discount deadline may not be available. Cancellations will not be accepted once your graphic artwork has been approved for production.

SUBTOTAL CUSTOM COUNTER ORDER: $ ___________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: ___________________________ Booth#: _____________

---

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3089 English Creek Avenue, Egg Harbor Township, NJ  08234 - 609.272.1600 - Orders@AEXServices.com
Graphic elements provide opportunities for branding and messaging that increase visibility and contribute significantly to the impact of your exhibit!

**BOOTH PANELS • BANNERS • GRAPHIC CLINGS • POSTERS • SIGNAGE • FLOOR GRAPHICS**

For more information call the contractor at 609.272.1600

- **I AM SUPPLYING MY OWN ART**
- **I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.**

### FULL COLOR POSTER AND COUNTER CARD

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>18” x 24” Foamcore, single-sided</td>
<td>$105.50</td>
<td>$147.75</td>
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<td></td>
</tr>
<tr>
<td>18” x 24” Foamcore, double-sided</td>
<td>$184.75</td>
<td>$258.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28” Foamcore, single-sided</td>
<td>$150.75</td>
<td>$211.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28” Foamcore, double-sided</td>
<td>$263.75</td>
<td>$369.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” x 36” Foamcore, single-sided</td>
<td>$211.25</td>
<td>$295.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” x 36” Foamcore, double-sided</td>
<td>$369.75</td>
<td>$517.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” Foamcore, single-sided</td>
<td>$301.50</td>
<td>$422.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28” x 44” Foamcore, double-sided</td>
<td>$527.75</td>
<td>$738.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For custom size signs please call our office for pricing. Half hour of design time included in prices above. For additional design time please contact Orders@aexservices.com for pricing.

### FULL COLOR BANNER

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Banner Size (per sq. ft.)</td>
<td>$25.50</td>
<td>$35.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM SIZE GRAPHICS

<table>
<thead>
<tr>
<th>SIZE</th>
<th>QUOTED PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

### COPY AND LAYOUT SPECIFICATIONS

- **Indicate:**  
  - Vertical  
  - Horizontal (Please attach a layout to this form)

E-mail address for proofing is required:

(Please note: Deadline for requesting a proof is 14 days prior to the first day of exhibitor move-in)

E-mail graphic files to Graphics@AEXServices.com. Please include your company name and the name of the show.

**SUBTOTAL GRAPHICS ORDER: $ ______________**

- **YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

**Company Name:** __________________________  **Booth#:** ______________

www.AEXServices.com  3089 English Creek Avenue, Egg Harbor Township, NJ  08234 - 609.272.1600 - Orders@aexservices.com
Invest in Your Company’s Success!

Order your Custom Hanging Sign Today
• More Visibility on the Show Floor  • Great Branding  • Draw More Attention to Your Booth Location

CUSTOM HANGING SIGNS

CIRCULAR DESIGN

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 36”</td>
<td>$2,764.50</td>
<td>$3,870.25</td>
</tr>
<tr>
<td>10’ x 48”</td>
<td>$3,688.00</td>
<td>$5,163.25</td>
</tr>
<tr>
<td>15’ x 36”</td>
<td>$3,992.25</td>
<td>$5,589.25</td>
</tr>
<tr>
<td>15’ x 48”</td>
<td>$5,462.50</td>
<td>$7,647.50</td>
</tr>
<tr>
<td>20’ x 48”</td>
<td>$7,272.50</td>
<td>$10,181.50</td>
</tr>
</tbody>
</table>

SQUARE DESIGN

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 36”</td>
<td>$3,506.00</td>
<td>$4,908.50</td>
</tr>
<tr>
<td>10’ x 48”</td>
<td>$4,679.00</td>
<td>$6,550.50</td>
</tr>
<tr>
<td>15’ x 36”</td>
<td>$5,190.00</td>
<td>$7,266.00</td>
</tr>
<tr>
<td>15’ x 48”</td>
<td>$6,828.75</td>
<td>$9,560.25</td>
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<tr>
<td>20’ x 48”</td>
<td>$8,988.00</td>
<td>$12,583.25</td>
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WAVE DESIGN

<table>
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<th>Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 36”</td>
<td>$2,214.25</td>
<td>$3,100.00</td>
</tr>
<tr>
<td>10’ x 48”</td>
<td>$3,472.50</td>
<td>$4,861.50</td>
</tr>
<tr>
<td>15’ x 48”</td>
<td>$4,742.00</td>
<td>$6,638.75</td>
</tr>
</tbody>
</table>

TRIANGULAR DESIGN

<table>
<thead>
<tr>
<th>Size</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 36”</td>
<td>$3,520.25</td>
<td>$4,928.25</td>
</tr>
<tr>
<td>10’ x 48”</td>
<td>$3,688.00</td>
<td>$5,163.25</td>
</tr>
<tr>
<td>15’ x 36”</td>
<td>$3,992.25</td>
<td>$5,589.25</td>
</tr>
<tr>
<td>15’ x 48”</td>
<td>$5,280.75</td>
<td>$7,393.00</td>
</tr>
<tr>
<td>20’ x 48”</td>
<td>$7,192.00</td>
<td>$10,068.75</td>
</tr>
</tbody>
</table>

CUSTOM SIGNS INCLUDE:
• Rental Frame  • Basic Harness  • Printed Fabric Pillow Case (Dye Sublimation)  • Blockout Liner  • Carrying Case  • Delivery to Show Site

ASSEMBLY AND HANGING ARE NOT INCLUDED

To receive the discount rate, order form, payment authorization and artwork must be received by the discount deadline. Cancellations will not be accepted once your graphic artwork has been approved for production. Additional shapes/sizes are available.

SUBTOTAL CUSTOM HANGING SIGN ORDER: $ _______________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: ___________________________  Booth#: _______  

23-NJ 1001-A
The contractor is the exclusive provider of Material Handling.

**Material Handling** includes **Unloading** your exhibit material, **Storing** up to 30 days at the advance warehouse, **Delivering** to your booth, the **Handling** of empty containers to and from storage, and **Removing** of material from the booth for reloading onto your outbound carrier at the close of the show. You can either ship your materials in advance to the advance warehouse or ship directly to show site during designated move-in times. Material Handling is **not to be confused with the cost of shipping/transporting your exhibit materials to and from the event.**

**Shipping to the ADVANCE WAREHOUSE?**

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline, however additional charges will be incurred.
- The Warehouse will receive shipments Monday-Friday, except Holidays. Refer to the Quick Facts for warehouse hours.
- The Warehouse will accept crates, cartons, skids, trunks, cases and carpet/pads. Loose or pad wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip with the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Advance/Warehouse freight will be delivered to the booth prior to exhibitor set-up.

**Shipping DIRECT TO SHOW SITE?**

- Freight will be accepted during designated exhibitor move-in times. Refer to the Quick Facts for the specific delivery date/time window.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as UPS and Fed Ex, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Direct to show site shipments are not guaranteed to be in your booth prior to exhibitor move-in.

**How should I LABEL MY FREIGHT?**

- PLEASE USE THE PROVIDED SHIPPING LABELS.
- The label should contain the Exhibiting Company Name, Booth #, Name of the event, C/O AEX Services / Texas XPO and Facility Address.
- The specific shipping address for either the advance warehouse or direct to show site address is located on the Quick Facts and on the provided Shipping Labels.

**How Do I ESTIMATE MY MATERIAL HANDLING CHARGES?**

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is to be considered one “cwt” (one hundred weight).
- Note: All Shipments are subject to reweigh.
- On the Material Handling Order Form, be sure to select if your freight will arrive at the ADVANCE WAREHOUSE or DIRECT TO SHOW SITE.
- On the Material Handling Order Form, select the rate for the category that best describes your shipment. See types of freight shipment.
What are the freight categories?

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**UNCRA TED:** Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting points.

**SPECIAL HANDLING:** Material delivered by the carrier in such a manner that it requires additional handling, such as designated piece unloading, loads mixed with pad wrapped materials, ground unloading, stacked and constricted space unloading, loads failing to maintain shipping integrity, and shipments that require additional equipment, time or labor to unload. UPS and FedEx are included in this category.

**Special Handling Definitions**

- **Designated Piece Unloading** - Shipments requiring multiple pieces of freight to be moved in order to select the next piece.
- **Ground Loading** - Vehicles that are not dock height preventing the use of loading docks. (Flat bed trailers, U-Hauls, company vehicles with trailers)
- **Stacked Shipments** - Shipments loaded in such a manner that requires multiple items to be removed to ground level for delivery to booth.
- **Constricted Space** - Shipments that are not easily accessible due to carrier being loaded high and tight.
- **Shipment Integrity** - Shipments that are delivered in such a manner that additional labor is needed to sort through and separate various shipments.

What happens to my empty containers?

- Pick up “Empty Labels” at the Contractor’s Service Desk. Once the container is completely empty, place a label on each container individually.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Do I need insurance?

- Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by the contractor are subject to the Terms and Conditions.

How do I ensure that my shipped materials are securely delivered by or before they are picked up after the show?

- There may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. Which may also be the case for the close of the show phase. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or hire security services to monitor your booth/materials.

MONEY SAVING TIPS

- Ship via common carrier to avoid possible special handling charges.
- **Consolidate** your shipments. Each separate shipment will incur a 200 lb minimum charge.
- Ship early to avoid rush/overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment(s).
- Label your freight with the number of total pieces - example 1 of 3, 2 of 3, 3 of 3.
- Properly address/label all shipments to avoid time consuming re-routes, mis-deliveries and delays. Remove old shipping labels before shipping out again.
- When shipping to show site, confirm in advance that your carrier can guarantee delivery of your freight to the facility during designated move-in times. When possible, schedule your shipments to arrive during ST rather than OT.
### MATERIAL HANDLING RATES:

All rates are per 100 pounds (per cwt.) with a 200 pound minimum charge. These rates are based on round trip Material Handling. Certified weight tickets are required on all shipments.

#### ADVANCE - WAREHOUSE SHIPMENTS - 200 LB. MINIMUM

Shipment can arrive to the Advance Warehouse up to 30 days prior to move in. Advance freight is delivered to your booth before direct shipments.

<table>
<thead>
<tr>
<th>Description</th>
<th>S.T. In / S.T. Out</th>
<th>Overtime In or Out</th>
<th>O.T. In / O.T. Out</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1</strong> - ON TIME Crated or Skidded shipments</td>
<td>$134.00 per cwt.</td>
<td>$268.00 minimum</td>
<td>$268.00 per cwt.</td>
</tr>
<tr>
<td>(LTL Carriers with established local terminals)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A2</strong> - SPECIAL HANDLING</td>
<td>$200.75 per cwt.</td>
<td>$301.25 per cwt.</td>
<td>$401.50 per cwt.</td>
</tr>
<tr>
<td>(FedEX, UPS, DHL)</td>
<td>$401.50 minimum</td>
<td>$602.50 minimum</td>
<td>$803.00 minimum</td>
</tr>
</tbody>
</table>

#### DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

Shipment must arrive only during published move in dates and times. Refer to the Quick Facts page for details.

<table>
<thead>
<tr>
<th>Description</th>
<th>S.T. In / S.T. Out</th>
<th>Overtime In or Out</th>
<th>O.T. In / O.T. Out</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B1</strong> - ON TIME Crated or Skidded shipments</td>
<td>$120.25 per cwt.</td>
<td>$180.50 per cwt.</td>
<td>$240.50 per cwt.</td>
</tr>
<tr>
<td>(LTL Carriers with established local terminals)</td>
<td>$240.50 minimum</td>
<td>$361.00 minimum</td>
<td>$481.00 minimum</td>
</tr>
<tr>
<td><strong>B2</strong> - SPECIAL HANDLING</td>
<td>$180.50 per cwt.</td>
<td>$270.75 per cwt.</td>
<td>$361.00 per cwt.</td>
</tr>
<tr>
<td>(FedEX, UPS, DHL)</td>
<td>$361.00 minimum</td>
<td>$541.50 minimum</td>
<td>$722.00 minimum</td>
</tr>
</tbody>
</table>

**C** - *Small Package Rates*

$32.50  $48.75  $65.00

*Small Package - Shipments totaling any number of pieces with a combined weight not to exceed 40 lbs. Shipments must be received on the same day at the same time and from the same shipper. If combined weight exceeds 40 lbs. normal material handling rates will apply.

### Labor Hours

- **Straight Time - ST:** Monday - Friday, 8:00 AM - 3:00 PM
- **Overtime - OT:** Monday - Friday, Before 8:00 AM, After 3:00 PM
- **Anytime Saturday/Sunday**
- **Double Time - DT:** Anytime on holidays

### Early/Late Shipments to Warehouse

50% Surcharge

### Re-weigh of Shipments

An additional charge per forklift load may be applied to shipments that have to be re-weighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

### Outbound Shipments

A transfer fee of $125.00 + $12.00 per cwt. will apply:

- In the event your carrier is unable to pick-up your shipment at the close of the event and you elect to transfer your shipment to the warehouse to be picked up at a later date.
- If you choose to have your shipments transferred to the warehouse for pick-up by an outside carrier.

### Estimated Charges - Material Handling

Material Handling fees will be based on actual certified weight ticket(s) for each shipment or the reweigh ticket on the inbound receiving report.

### SUBTOTAL MATERIAL HANDLING ORDER:

Company Name: ___________________________  Booth#: __________________

Order Total: ___________________________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

---

**23-NJ 1001-A**

www.AEXServices.com

3089 English Creek Avenue, Egg Harbor Township, NJ  08234 - 609.272.1600 - Orders@AEXServices.com
Cartload services are provided for personally owned vehicles with small hand-carried items to be delivered to the booth or dock location. If you arrive in a truck, van, trailer, or any commercial vehicle you will not qualify for this service and will be billed regular material handling rates.

(2’ wide x 6’ long x 3’ high)

Cartload service includes one laborer, one cart, one trip.

$165.00 round trip

Cart Service is for exhibitor’s with small items weighing less than 200 lbs. that will fit on a flatbed cart and can be transported in one trip.

Delivery must be made in a POV (Privately Owned Vehicle) to qualify for this service, otherwise, freight will be charged at prevailing material handling rates. This service will only be available during published move-in and move-out times.

SUBTOTAL CART SERVICE ORDER: $ _______________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: ________________________________  Booth#: ________________
**Priority Empty Container Storage**

This service provides for the priority return of your empties to your booth after the close of the show and after aisle carpet has been rolled up. If you would like this service, please fill out the information below and return it to the contractor. The number of containers can be adjusted on showsite if necessary.

Priority Empty Container Return  $100.00 per container/skid

Estimated number of containers/skits

Total = $

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE. Special priority empty container labels are required for this service. Obtain priority labels from the Contractor’s Service Desk to indicate the priority status on your empty containers.**

---

**Accessible Storage**

A storage area will be available for exhibitor’s samples and literature during show hours, one hour prior to show opening, and one half hour after show closing each day. All material in storage on the last day of the show will be returned to their designated booth space at the close of the show. Storage space may be limited and subject to show rules.

The charge for storage space is as follows:

Accessible Storage Rates  $125.00 per container/skid

Estimated number of containers/skits

Total = $
Show Name: New Jersey School Boards Association
Show Dates: October 23-25, 2023
Show Venue: Atlantic City Convention Center
Deadline to Receive Discount Pricing: Monday, October 9, 2023

New Jersey School Boards Association
C/O AEX Services / Texas XPO
3093 English Creek Ave
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: __________________________
Booth Number: # ____________
Deliver No Later Than: MONDAY, OCTOBER 16, 2023
Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE
Show Name: New Jersey School Boards Association
Show Dates: October 23-25, 2023
Show Venue: Atlantic City Convention Center
Deadline to Receive Discount Pricing: Monday, October 9, 2023

DIRECT/SHOW SITE SHIPPING LABEL

Atlantic City Convention Center
New Jersey School Boards Association
C/O AEX Services / Texas XPO
1 Convention Boulevard
Atlantic City, NJ 08401

EXHIBITOR/COMPANY NAME: ________________________________
BOOTH NUMBER: # ________________
DELIVER ONLY ON: MONDAY, OCTOBER 23, 2023
BETWEEN 8:00 AM - 5:00 PM

TRADE SHOW SHIPMENT - PLEASE EXPEDITE
New Jersey School Boards Association
C/O AEX Services / Texas XPO
3093 English Creek Ave,
Egg Harbor Township, NJ 08234

EXHIBITOR/COMPANY NAME: ____________________________

BOOTH NUMBER: # ____________________

DELIVER NO LATER THAN: MONDAY, OCTOBER 16, 2023
Receiving 9:00 AM - 3:00 PM, Monday-Friday

TRADE SHOW SHIPMENT - PLEASE EXPEDITE
MOVE YOUR EXHIBIT WITH PEACE OF MIND

THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS

Putting service first and leveraging our 42 years of freight & customs experience

Transportation Services
- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer

Customized Solutions
- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.
100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.

Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us
LAS VEGAS | TORONTO
Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

1. **Freight & Customs**  [ ]  **Freight Only**  [ ]

### Freight & Customs

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P/U Date</td>
<td>From</td>
</tr>
<tr>
<td>Delv Date</td>
<td>Hours</td>
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### Packages

<table>
<thead>
<tr>
<th>Carton(s)/Box</th>
<th>Vinyl Case(s)/Color</th>
<th>Wooden Crate(s)</th>
<th>Trunk(s) / On Wheels</th>
<th>Skid(s) - to contain # of pieces</th>
</tr>
</thead>
</table>

### Services

<table>
<thead>
<tr>
<th>Express</th>
<th>Economy LTL 7 - 10 Days</th>
<th>Int'l</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside</td>
<td>Liftgate</td>
<td>Dock</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Exclusion

- Does not include TV(s)/Monitor(s)

### Declared Value for Carriage

The declared value for carriage of this shipment is agreed to and understood to be $0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than $50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per $1000, Min $40.

### Payment

Credit Card Number  [ ]  Security Code  [ ]  Exp. Date  [ ] / [ ]

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

### Comments

Include any additional comments that will be helpful for the movement of freight and contents.
ATLANTIC CITY HOTELS

Trade shows and events held in ATLANTIC CITY HOTELS are subject to union jurisdictions that affect exhibitors. You will find the jurisdictions are comparable, and in many cases more user friendly, than other union facilities. This outline is designed to assist you by answering the most frequently asked questions.

FREIGHT & MATERIAL HANDLING
You may ship goods, via the carrier of your choice, to either the Contractor’s Advance Warehouse or direct to show site for arrival during the published receiving periods. Material Handling (drayage) is within the Decorator’s union jurisdiction (unload, deliver, remove, and reload freight). Material Handling may be ordered using the “Material Handling Order Form” provided in the kit and is entirely distinct from shipping. Exhibitors may, at their option, handle their own freight using their own carts or dollies. Pallet jacks and motorized equipment is not permitted.

FURNITURE & CARPET
Furniture and carpet may be rented using the “Furniture Rental Order Form” and the “Carpet Rental Order Form” which are provided in the kit. The price includes union labor for delivery, installation, and removal.

BOOTH ERECTION & DISMANTLING
The Decorators union has jurisdiction over the erection and dismantling of displays and exhibits and may be hired to install exhibitor owned carpet, padding, flooring, hang signs, etc. Labor can be ordered using the “Labor Order Form” in the kit. Exhibitors may, at their option, erect and dismantle their own booths. Rigging crews may be hired to move large machinery within booths and can be ordered using the “Forklift & Rigging Crew Order Form” provided in the kit. Exhibitors may supply their own flooring (carpet, carpet padding, tile, wood, etc.). However, all flooring must be installed and removed by the contractor’s labor, using the “Labor Order Form” enclosed in the kit.

ELECTRIC
The ATLANTIC CITY HOTEL electrical staff handles electrical needs, connections and installation of powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

TIPPING
The contractor requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and tipping is not necessary. This applies to all the contractor’s employees and its subcontractors.

SAFETY
Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. The contractor is not responsible for injuries caused by improper use of it’s furniture.

Please assist in our efforts to provide a safe working environment for everyone. If you would like additional information or how the jurisdictions may apply to you and your exhibit, please call the contractor at (609) 272-1600 for assistance.
The Atlantic City Convention Center has set up a variety of Exhibitor Rights clauses to create a user friendly atmosphere.

Exhibitors’ full time personnel have the right to perform the following:

- **Ununload their own privately owned vehicle (POV) provided they adhere to the following guidelines:**
  - They utilize the space and allotted time designated by AEX for self unloading.
  - Exhibitors may hand carry their materials.
  - They utilize no motorized lift equipment, flatbeds, pallet jacks or convertible carts such as two-wheel carts that convert into flatbed carts.
  - The vehicle is no larger than a mini van or SUV.
  - The vehicle is privately owned (no rental or company vehicles).

- **Set up their own display in 10’ x 10’, 10’ x 20’ in-line booths as well as island booths up to and including 20’ x 20’:**
  - The installation is performed by full time company employees.
  - Set up and handle their own product within the booth; including but not limited to the installation, interconnection, calibration and operation of equipment.

The Atlantic City Convention Center requires that union personnel are hired for the following:

- **Labor for in-line booths larger than 10’ x 20’ and island booths larger than 20’ x 20’ for:**
  - Installation of display.
  - Laying exhibitor owned carpet or flooring.
  - Crating & uncrating of show materials.

- **Unloading and loading of freight from the following vehicles:**
  - Vehicles larger than a mini van or SUV, i.e. cargo van, box truck or trailer.
  - Company owned vehicles
  - Rented vehicles
  - Contracted carriers including but not limited to couriers, air freight, LTL carriers and van lines.
Show Name: New Jersey School Boards Association  
Show Dates: October 23-25, 2023  
Show Venue: Atlantic City Convention Center  
Deadline to Receive Discount Pricing: Monday, October 9, 2023

LABOR SERVICE FORM

EXHIBITOR SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK WITH YOU

All work is done only under the supervision of the exhibitor.

Exhibitor Contact: __________________________ Phone: __________________________

- On the day and time that you have requested labor, please report to the Contractor's Service Desk to pick-up and sign out your labor crew.
- Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (usually 8:00 am).
- Upon completion of work, you are required to accompany the laborers to the Contractor's Service Desk and release them.

THE CONTRACTOR’S SUPERVISED - INSTALL/DISMANTLE LABOR
LET US DO THE WORK FOR YOU

Show Site Contact: __________________________ Phone: __________________________

- Please forward detailed instructions, blueprints or photos and complete the information on the following page.
- Our cost for this service is 35% of your total labor bill ($35.00 minimum).
- Installation of your exhibit will be completed at our discretion prior to show opening.
- Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

LABOR RATES:

<table>
<thead>
<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
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<tbody>
<tr>
<td>Straight Time - ST:</td>
<td>Monday - Friday, 8:00 AM - 4:30 PM</td>
<td>$146.25 per hour</td>
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<tr>
<td>Overtime - OT:</td>
<td>Monday - Friday, Before 8:00 AM, After 4:30 PM</td>
<td>$219.50 per hour</td>
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<tr>
<td>Double Time - DT:</td>
<td>Anytime Saturday/Sunday</td>
<td>$292.50 per hour</td>
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</tbody>
</table>

- Please indicate the labor required by checking one of above options. If no plan is indicated, labor cannot be assigned until exhibitor’s representative reports to the service desk.
- Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per laborer ordered.
- A 30% surcharge will be assessed to orders placed after the deadline or at show-site.
- Price is per person/per hour billed in hour increments.
- When scheduling dismantle labor, be sure to allow adequate time for empty containers to be returned to your booth.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: $ _______________

□ Yes, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: ___________________________________________  Booth#: ________________

3089 English Creek Avenue, Egg Harbor Township, NJ 08234 - 609.272.1600 - Orders@AEXServices.com
COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

SUPERVISED - INSTALL/DISMANTLE LABOR

This information is required in order to ensure proper supervision and installation of your display.

Freight is arriving at:  ○ Advance Warehouse  ○ Show Site Loading Dock  Est. Delivery Date:__________________

Date Shipped: ___________  Via: ____________________________ (freight carrier)

Display shipped from: ____________________________ (address)

Total # of:  ○ Crates ___________  ○ Cartons ___________  ○ Fibercases ___________  ○ Other ___________

Estimated Weight: ____________________________

Display Includes:

Booth carpet in shipment?  ○ Yes  ○ No  Color________________________  Size________________________

Set-up instructions:  ○ Attached to this order  ○ With display

Graphics:  ○ With display  ○ Shipped separately

Electrical Placement:  ○ Drawing Attached  ○ Drawing with display  ○ Electrical under carpet

Comments:________________________________________________________

Special Tools/Hardware Required:_____________________________________

OUTBOUND SHIPPING:

Return Display to the following address:

____________________________________________________________________

____________________________________________________________________

Via:______________________________ (carrier)

*YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT WITH YOUR CARRIER*

In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via the house carrier.

○ Re-route via house carrier  _________

○ Transfer to warehouse at exhibitor’s expense  _________

EMERGENCY CONTACT AT SHOW SITE:

Name: _________________________________  Phone: ______________________

Hotel: _________________________________  Arrival Date: _________________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: _______________________________  Booth#: ___________________
GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- The contractor certified employees ONLY will be allowed in aerial lifts.
- The contractor employees are the ONLY personnel allowed to operate mechanized equipment.
- The contractor certified employees must assemble and disassemble ALL overhead rigging including:
  - Overhead Truss
  - Attachment and removal of light fixtures for truss or signs
  - Assembly of hanging sign frame and graphics
- Additional installation required for chain motors, span sets and other packages.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advanced warehouse using the Advanced Hanging Sign shipping labels included in this manual. The container must arrive no later than advanced warehouse deadline date. If these procedures are not followed, the contractor cannot guarantee the hanging of your sign and additional fees may apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with National Electric Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Additional charges may be applied by the contractor due to regulations at the facility, weight limits, union jurisdictions, facility contacts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Credit Card Authorization Form
  (Or Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- Order Assembly Labor to have your sign built by the contractor riggers
  (Fill out top section of the Hanging Sign/Banner Order Form)
- Order Install and Dismantle for all Hanging Signs, Truss and Motors
- Order any necessary Chain Motors, Rotating Motors and Truss
  (Remember to place separate electrical order to power any motors!)
- Submit diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advanced Warehouse by: **Monday, October 16, 2023**
**USE THIS FORM TO PLACE ORDERS FOR HANGING SIGNS & BANNERS FROM CEILING**

- The contractor will install and disassemble non-electrical “Hanging Signs & Banners” with approved devices and the type of cable needed to safely handle the banner.
- All Signs & Banners Hanging Orders must be received by **Monday, October 16, 2023**. Orders received after the deadline or at the Service Desk are subject to availability and a 30% surcharge.
- Complete plans for hanging must be provided and forwarded to The contractor with this “Hanging Sign/Banner Order Form” form completed.
- Any signs requiring additional equipment will be billed accordingly.
- If your sign requires electrical connections, please also contact the Electrical Services Provider.

**RATES:**

- **Straight Time - ST:** Monday - Friday, 8:00 AM - 4:30 PM
- **Overtime - OT:** Monday - Friday, Before 8:00 AM, After 4:30 PM
- **Double Time - DT:** Anytime on holidays

**THE FOLLOWING INFORMATION MUST BE COMPLETED FOR ACCURATE HANGING OF YOUR BANNER:**

- **Size of Sign:** Height _______ Length _______ Width _______ Weight _______
- **Shape of Sign:**  
  - O Square  
  - O Rectangle  
  - O Circle  
  - O Triangle  
  - O Other _______

**RATES FOR HANGING SIGNS:**

Please Note: The Contractor’s Certified employees are required to assemble all hanging signs to ensure structural integrity.

**SIGN ASSEMBLY / DISASSEMBLY LABOR**

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<th></th>
<th>Discount</th>
<th>Standard</th>
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<tbody>
<tr>
<td>ST</td>
<td>$173.75/hr/person</td>
<td>$243.25/hr/person</td>
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One (1) Hour minimum, One (1) hour increments there after

<table>
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<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>Approx. Hours</th>
<th>Assembly/Disassembly Rate</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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</thead>
<tbody>
<tr>
<td>Installation</td>
<td>$</td>
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<td>Dismantle</td>
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**OVERHEAD SIGN HANGING CREW**

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<tr>
<th></th>
<th>Discount</th>
<th>Standard</th>
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<tbody>
<tr>
<td>ST</td>
<td>$525.00/hr/crew</td>
<td>$735.00/hr/crew</td>
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Straight time (8:00 am to 4:30 pm, Monday through Friday):  
One (1) Hour minimum, One (1) hour increments there after

<table>
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<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>Approx. Hours</th>
<th>Hanging Crew Rate</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
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<tbody>
<tr>
<td>Installation</td>
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<td>Dismantle</td>
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**SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER:** $ ____________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: _____________________________  Booth#: _____________  23-NJ 1001-A
USE THIS FORM TO ORDER RIGGING EQUIPMENT FOR HANGING SIGNS & BANNERS FROM CEILING

The contractor will install and disassemble non-electrical “Hanging Signs & Banners” with approved devices and the type of cable needed to safely handle the banner. Any signs requiring additional equipment will be billed accordingly. If your sign requires electrical connections, please also contact the Electrical Services Provider.

INCLUDE THE FOLLOWING ITEMS WITH YOUR TRUSS/MOTOR ORDER:

- ✔ Overhead Rigging / Sign Hanging Order Form
- ✔ Sign/Hanging Diagram
- ✔ Placement Grid
- ✔ Hanging Sign Instructions

TRUSS (A motor must be ordered to hoist a truss)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12” Silver Box Truss, per ft.</td>
<td>$35.25</td>
<td>$49.25</td>
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<tr>
<td>12” Black Box Truss, per ft.</td>
<td>$35.25</td>
<td>$49.25</td>
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<tr>
<td>12” Silver Corner Block</td>
<td>$132.25</td>
<td>$185.25</td>
<td></td>
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<tr>
<td>12” Black Corner Block</td>
<td>$132.25</td>
<td>$185.25</td>
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<tr>
<td>Design Fee, per hour</td>
<td>$220.00</td>
<td>$308.00</td>
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</table>

Truss Details (Quantity & Size): ____________________________________________________________

MOTORS (A motor must be ordered to hoist a truss)  ○ Rotate Clockwise (Right)  ○ Rotate Counterclockwise (Left)

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount</th>
<th>Standard</th>
<th>Qty.</th>
<th>Total</th>
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<tbody>
<tr>
<td>One Ton Hoist/Chain Motor</td>
<td>$748.25</td>
<td>$1,047.50</td>
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<tr>
<td>Half Ton Hoist/Chain Motor</td>
<td>$660.25</td>
<td>$924.25</td>
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<tr>
<td>1/4 Ton Hoist/Chain Motor</td>
<td>$396.00</td>
<td>$554.50</td>
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<tr>
<td>Rotating Motor 500 LB limit</td>
<td>$704.00</td>
<td>$985.50</td>
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<tr>
<td>Rotating Motor 200 LB limit</td>
<td>$396.00</td>
<td>$554.50</td>
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</tbody>
</table>

SUBTOTAL MATERIAL HANDLING ORDER: $ __________________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: _________________________________________  Booth#: ________________
**HANGING SIGN LAYOUT**

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

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<th>Back of Booth</th>
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FORKLIFT/RIGGING CREW

LET US DO THE HEAVY LIFTING!

This service is available to assist if heavy or large items must be moved within your booth with the use of a forklift.

(e.g. spotting equipment, elevated header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

TYPE OF WORK:
Description: ________________________________

RATES:
Discount Standard
Straight Time - ST: Monday - Friday, 8:00 AM - 4:30 PM $ 525.00 hr/crew $ 735.00 hr/crew
Overtime - OT: Monday - Friday, Before 8:00 AM, After 4:30 PM $ 787.50 hr/crew $1,102.50 hr/crew
Anytime Saturday/Sunday
Double Time - DT: Anytime on holidays $1,050.00 hr/crew $1,470.00 hr/crew

Rigging Crew consists of a forklift and operator.

Above rates are based on a 5,000 lbs capacity forklift. If you require a larger forklift, please call Customer Service for a quote.

One (1) hour minimum per crew, one (1) hour increments thereafter.
Orders canceled without 24 hour written notice will be charged a one (1) hour cancellation fee per crew.

INSTRUCTIONS:
• On the day and time that you have requested rigging, please report to the Contractor's Service Desk to pick-up and sign out your rigging crew. The rigging crew will not be sent to your booth without being signed out.
• Upon completion of work, you are required to accompany the crew back to the Contractor's Service Desk and release them.
• Starting time can be guaranteed only in those instances where crew is requested for the start of the working day (usually 8:00 am).

(All work is done only under the supervision of the exhibitor’s representative)

Show Site Contact: ____________________________________________ Phone: __________________

Dismantle - charge will be calculated to match the estimated hours and number of laborers for installation. In the event less chargeable time is used, we will credit you following the close of the show.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Start Time</th>
<th>Approx. Hours</th>
<th>Assembly/Disassembly Rate</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
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<td>Installation</td>
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<td>Dismantle</td>
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SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: $ ________________

☐ YES, I have completed and enclosed the Credit Card Authorization and Agreement Form and I understand that all orders are subject to State Sales Tax 6.625%.

Company Name: ____________________________________________ Booth#: ________________ 23-NJ 1001-A

AEX Texas Exposition Services
3089 English Creek Avenue, Egg Harbor Township, NJ 08234 - 609.272.1600 - Orders@AEXServices.com
www.AEXServices.com
The unpacking, installation, dismantle and packing of displays and equipment must be done by a full-time, bona fide employee of the exhibiting company or the correct type of union labor. AEX/Texas Xpo Services, the official contractor, will have skilled crafts available to assist exhibitors. Arrangements for labor should be made through or in advance of the show. Official labor order forms are included in this exhibitor service manual. Exhibitors may elect to use an exhibitor-appointed contractor subject to contractual obligations, security and safety requirements.

An exhibitor-appointed contractor may be used only when the following requirements have been met:

1. Exhibitor must complete and return this form to AEX/Texas Xpo Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.

2. AEX/Texas Xpo Services is to be advised of the name, address and contact of each exhibitor-appointed contractor being used.

3. An original certificate of insurance from the exhibitor-appointed contractor must also be received a month in advance. The policy must name AEX/Texas Xpo Services and the Exhibition Center, as additionally insured and should also include public liability and property insurance for at least $1,000,000.00 as well as worker’s compensation insurance in accordance with local laws.

The service contractor designated must be used without exception for electrical, plumbing, telephone, drayage, rigging, booth cleaning, or Teamsters.

Contracting Company Agent

Contracting Company Name

Contracting Company Address

City ___________________________ State/Country ____________ Zip ____________

Phone ___________________________ Fax ________________

Estimated Arrival date (Show site ___________________________ Estimated Number of Workers ____________

Contractor’s Cell Phone: ___________________________ Date ________________

Exhibiting Company ___________________________ Booth No ________________

Mailing Address ___________________________ Fax No ________________

City/State/Zip ___________________________ Phone ________________

Authorized by: ___________________________ Title ________________

Print Name ___________________________ E-mail ________________

Fax or mail to: AEX/Texas Xpo Services
3089 English Creek Ave
Egg Harbor Twp, NJ 08234
(609)272-1600 * FAX: (609)272-1680
An Exhibitor’s Agent is anyone, other than the exhibitor’s employees, engaged by the exhibitor to arrange for exhibit services. This form must be completed, signed and returned to our office, as indicated, no later than twenty-one days prior to the meeting in order for exhibitor’s agent billing to be accepted. The exhibitor is ultimately responsible for payment of AEX/Texas Xpo Services charges. Please be aware that if your agent fails to pay our invoice, such charges will immediately revert to you. Special note to Exhibitor’s Agent - your status may be rejected if you do not provide credit card information below.

Please provide complete information:

Authorized Agent: _____________________________________________________________
Street Address: ____________________________________________________________________________________________________________
City, State & Zip: _________________________________________________________________________________________________________
Email Address: __________________________________________________________________________________________________________
Phone No. __________________________ Fax No. ________________________________

We the undersigned have authorized the above agent to handle our exhibit for this event and are also authorized to receive and pay AEX/Texas Xpo Services invoice for services. We understand and further agree that we, the exhibiting firm, are primarily responsible for payment of charges. In the event that the named agent does not discharge payment by 12 Noon of the day before the meeting closes, such charges are to be paid by the exhibiting firm on demand.

☐ Statement to Exhibitor  ☐ Statement to Authorized Agent

*Both parties must indicate acceptance below or request may be denied*

Exhibitor will pay: □ Furniture □ Carpet □ Labor □ Cleaning □ Material Handling
Third Party will pay: □ Furniture □ Carpet □ Labor □ Cleaning □ Material Handling

Exhibiting Firm
Agent __________________________________________
Title __________________________________________
Signature ______________________________________

Exhibitor’s Agent
Agent __________________________________________
Title __________________________________________
Signature ______________________________________

Invoices will be presented to exhibitors for payment unless agent settles charges at the AEX/Texas Xpo Services service desk by 12:00 noon on the day before the meeting closes. AEX/Texas Xpo Services suggest either the exhibiting company or its authorized agent provide credit card information on the Recap of Orders Form enclosed so that there is no question as to responsibility of payment.

This request will not be accepted without the next page, “Third Party Credit Card Authorization Form”.

Exhibiting Company _______________________________ Booth No. __________________
Mailing Address __________________________________ Fax No. __________________
City/State/Zip ____________________________________ Phone __________________________
Print Name ______________________________________ E-mail ________________________
Please complete the information requested below and return this Authorization Form with your order. This form is required to be on file to process any orders for service.

Exhibiting Company Name

Cardholder Name (please print)

Billing Address

City, State, Zip

Cardholder Email

Phone

METHOD OF PAYMENT

- Personal Card
- Corporate Card
- AMEX
- VISA
- MASTERCARD
- DISCOVER

Card Number: ________________________ Exp. Date: ________________________

* A credit card authorization is required to be held on file.

Are you tax exempt for the state in which this event is held? ☐ Yes ☐ No

If yes, a tax exemption certificate is required to be submitted with this agreement.

By signing below, the Cardholder acknowledges receipt of goods and services in the amount of such invoice and agrees to perform all obligations set forth in this Cardholder Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled for any reason will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collection. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service may be delayed. Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. An Authorized Signature is required for orders to be processed.

An Authorized Signature is required for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Authorized Signature

Exhibiting Company Name: ________________________ Booth #: ________________________

Cardholder Name (please print): ________________________

Billing Address: ________________________

City, State, Zip: ________________________

Cardholder Email: ________________________ Phone: ________________________

PAYMENT INFORMATION

- Checks will not be accepted at show site
- All balances must be paid by the conclusion of the event.
- For your convenience, we will use this authorization to pay for any additional amounts ordered by your representative for services rendered for this event.
- A final invoice will be prepared and can be requested by contacting Exhibitor Services.
- If the credit card is declined, standard floor pricing will prevail and a $25.00 service charge will be added.

Payment Policy: 100% of amount owed including applicable tax is due in advance or at show site. Payment must be in U.S. funds. Invoices are to be paid by cash, travelers check drawn on U.S. Banks, VISA, Mastercard, Discover or American Express. Payment of all labor and services ordered by the exhibitor or their agent is the responsibility of the exhibitor. Your show site representative must be made aware of this policy and have the means to make payment. Otherwise, service will be denied unless credit card authorization is given on the Recap of Orders and Payment Policy Form. PLEASE DO NOT ASK US TO BILL YOU.

Unpaid Balance - A credit card authorization is required to settle any unpaid balance after the close of the show. Any balance outstanding as of move-out will be charged to this account.

AEX Convention Services, LLC 22-3125223 | Texas Exposition Services, LLC 27-2669260
**ACORD CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
- Insurance Company Name: [Company Name]
- Insurance Company Address 1: [Address 1]
- Insurance Company Address 2: [Address 2]
- Attn: [Name]
- Fax: (212) 555-6100 ext. 1234

**INSURED**
- Exhibiting Company Name: [Company Name]
- Exhibiting Company Address 1: [Address 1]
- Exhibiting Company Address 2: [Address 2]
- Attn: [Name]
- Phone Number: [Phone]
- Fax Number: [Fax]

**CERTIFICATE HOLDER**
- X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

**INurers Affording Coverage**
- INSURER A: Hartford Insurance Company of Illinois
- INSURER B: Aetna Casualty & Surety Company
- INSURER C: Travelers Insurance Company
- INSURER D: Royal Insurance Company
- INSURER E: [Other]

**Coverages**

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<th>INSURER LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE (MM/DD/YY)</th>
<th>POLICY EXPIRATION DATE (MM/DD/YY)</th>
<th>LIMITS</th>
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<td>A</td>
<td>GENERAL LIABILITY</td>
<td>000P98298-A11</td>
<td>01/01/23</td>
<td>01/02/23</td>
<td>EACH OCCURRENCE $1,000,000</td>
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<td>FIRE DAMAGE (Any one fire) $50,000</td>
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<td>MED EXP (Any one person) $5,000</td>
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<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
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<td>GENERAL AGGREGATE $2,000,000</td>
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<td>PRODUCTS-COMPO/AGG $2,000,000</td>
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<td>B</td>
<td>AUTOMOBILE LIABILITY</td>
<td>SKLS-029499S</td>
<td>01/01/23</td>
<td>01/02/23</td>
<td>COMBINED SINGLE LIMIT $1,000,000</td>
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<td>01/02/23</td>
<td>EACH OCCURRENCE $1,000,000</td>
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<td>$</td>
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<tr>
<td>C</td>
<td>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</td>
<td>A4145-SS-PJ37</td>
<td>01/01/23</td>
<td>01/02/23</td>
<td>E.L. EACH ACCIDENT $1,000,000</td>
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<td>E.L. DISEASE-EA EMPLOYEE $1,000,000</td>
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<td></td>
<td>E.L. DISEASE-POLICY LIMIT $1,000,000</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>EACH OCCURRENCE &amp; Aggregate</td>
</tr>
</tbody>
</table>

**Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions**

(Show Management), Texas Exposition Services (Official Service Provider), the (Facility) and (Show) are hereby named as additional insured, except for Workers’ Compensation. (Show Management) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Exhibiting Company, shall be primary insurance with respect to any claim, loss, or liability, arising out of the Named Insured’s operations for which the Named Insured is liable. Any other insurance maintained by (Show Management) shall be excess and non-contributory. Show date(s) are: (00/00/0000) in (CITY, STATE).

**Certificate Holder**
- X ADDITIONAL INSURED; INSURER LETTER: X CANCELLATION

**Cancellation**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS’ WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS.

**Authorized Representative**
- AEX/Texas XPO
- 3089 English Creek Ave Ste. A
- Egg Harbor Township, NJ 08234

**Policy Details**

- 1. **PRODUCER:** Name, address and phone number of insurance carrier.
- 2. **INSURED:** Company name, address, phone number and booth number of company insured.
- 3. **COVERAGES:** Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen’s Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
- 4. **FORM OF COVERAGE:** Must be “occurrence” form of coverage.
- 5. **NAME OF ADDITIONAL INSURED:** (Show Management), Texas Exposition Services (Official Service Provider), (Show) and (Facility) as additional insured on a primary and non-contributory basis. Show dates are (00/00/0000).
- 6. **CERTIFICATE HOLDER:** (Show Management), ADDRESS:
- 7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- 8. **POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- 9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Insurance Requirements.
- 10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.
ELECTRICAL SERVICE ORDER FORM

<table>
<thead>
<tr>
<th>QTY NON-24 HR</th>
<th>DESCRIPTION</th>
<th>ADVANCE RATE</th>
<th>REGULAR RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>120V LIGHTING &amp; UTILITY OUTLETS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Up to 1000 watts</td>
<td>$140.00</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Up to 2000 watts</td>
<td>$160.00</td>
<td>$240.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>208V 1ØMOTOR AND EQUIPMENT OUTLETS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amp</td>
<td>$320.00</td>
<td>$480.00</td>
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</tr>
<tr>
<td>30 Amp</td>
<td>$390.00</td>
<td>$585.00</td>
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<td>60 Amp</td>
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<td>$1020.00</td>
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<td>100 Amp</td>
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<td>$1270.00</td>
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</tr>
<tr>
<td>200 Amp</td>
<td>$1320.00</td>
<td>$1990.00</td>
<td></td>
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<tr>
<td></td>
<td>208V 3ØMOTOR AND EQUIPMENT OUTLETS</td>
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<td></td>
</tr>
<tr>
<td>20 Amp</td>
<td>$395.00</td>
<td>$590.00</td>
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<tr>
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<td>60 Amp</td>
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<tr>
<td>100 Amp</td>
<td>$895.00</td>
<td>$1300.00</td>
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<td></td>
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<tr>
<td>200 Amp</td>
<td>$1550.00</td>
<td>$1950.00</td>
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<tr>
<td>LIGHTS</td>
<td>Stem Lights</td>
<td>$100.00</td>
<td>$130.00</td>
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<td></td>
<td>Single 120 W Flood</td>
<td>$105.00</td>
<td>$150.00</td>
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<tr>
<td></td>
<td>Double 120 W Flood</td>
<td>$135.00</td>
<td>$205.00</td>
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<tr>
<td></td>
<td>Overhead Quartz</td>
<td>$355.00</td>
<td>$540.00</td>
<td></td>
</tr>
</tbody>
</table>

Specialty Lighting Available.
Call for details.

1. SUB TOTAL
2. SALES TAX 6.625%
3. TOTAL

VACUUMING SERVICE ORDER FORM

All Rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

<table>
<thead>
<tr>
<th>ONE TIME</th>
<th>Vacuum carpet before initial opening of event</th>
<th>Advance Rate 30¢/sq. ft.</th>
<th>Regular Rate 42¢/sq. ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY</td>
<td>Vacuum carpet before initial opening of event and daily thereafter</td>
<td>Advance Rate 25¢/sq. ft.</td>
<td>Regular Rate 37¢/sq. ft.</td>
</tr>
</tbody>
</table>

Exhibit Space ft. (x) ft. = sq. ft. (x) days (x) $ + Tax (6.625%) = TOTAL $

PORTER SERVICE ORDER FORM

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.

Advance Rate $99.00
Regular Rate $140.00

Please check preference: ONE TIME
DAILY

Specify Day: Date:

Porter Service: days (x) amt. per day $ + Tax(6.625%) = TOTAL $
ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR
OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: $110.00 per hour - Regular Time / $220.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of $163.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus $275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus $500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor’s request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION
(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.
**LABOR REQUEST FOR ELECTRICAL/PLUMBING DISTRIBUTION**

**MUST CHECK ONE:**

- [ ] OK to Proceed without Supervision per Attached Floor Plan
- [ ] DO NOT Proceed — Exhibitor will Call for Labor

Date: ________________ Time: ________________

Onsite Contact: ____________________ Cell Phone: ____________________

Please indicate neighboring booth and aisle numbers.

Every effort will be made to facilitate all requests, however start time can only be guaranteed when labor is requested to start at 8:00am.

We request that a floor plan be submitted prior to your arrival onsite.

**SELECT THE CORRECT BOOTH TYPE AND FILL-IN THE PROPER ORIENTATION AROUND YOUR BOOTH.**

- [ ] In-Line Booth
- [ ] Peninsula Booth
- [ ] Island Booth

**LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:**

- [ ] = Main Drop Location
- [ ] = 1000 watt/10amp
- [ ] = 2000 watt/20amp
- [ ] = 208 volt
- [ ] = Plumbing

(1 Square = 1 Foot)

Adjacent Booth or Aisle #: ____________________

Deadline for advance rate is 15 days prior to show opening.
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ADVANCE RATE</th>
<th>REGULAR RATE</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>COMPRESSED AIR LINES</td>
<td></td>
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<tr>
<td></td>
<td>1/4&quot; Air Line 15CFM</td>
<td>$245.00</td>
<td>$370.00</td>
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<tr>
<td></td>
<td>3/8&quot; Air Line 30CFM</td>
<td>$395.00</td>
<td>$555.00</td>
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<tr>
<td></td>
<td>1/2&quot; Air Line 50CFM</td>
<td>$495.00</td>
<td>$620.00</td>
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<td></td>
<td>Add'l Connections</td>
<td>$95.00</td>
<td>$150.00</td>
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<tr>
<td></td>
<td>WATER LINES</td>
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<td></td>
<td>1/4&quot; Water Line</td>
<td>$160.00</td>
<td>$245.00</td>
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<td></td>
<td>3/8&quot; Water Line</td>
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<td>$245.00</td>
<td>$325.00</td>
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<td></td>
<td>Add'l Connections</td>
<td>$95.00</td>
<td>$150.00</td>
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<td></td>
<td>DRAIN LINES</td>
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<td>$150.00</td>
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<td>$185.00</td>
<td>$206.00</td>
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<td></td>
<td>Add'l Connections</td>
<td>$95.00</td>
<td>$150.00</td>
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<td></td>
<td>NATURAL GAS LINES</td>
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<td>1/2&quot; Gas Line</td>
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<td>WATER FILL &amp; DRAIN</td>
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<tr>
<td></td>
<td>Up to 100 Gallons</td>
<td>$120.00</td>
<td>$165.00</td>
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<td>Add'l 100 Gallons</td>
<td>$40.00</td>
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<table>
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<tr>
<th></th>
<th>SUB TOTAL</th>
<th>SALES TAX 6.625%</th>
<th>TOTAL</th>
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<tbody>
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</tbody>
</table>

Atlantic City Convention Center
1 Convention Boulevard
Atlantic City, NJ 08401
Phone: 609-449-2291
Fax: 609-449-2464

ALL CONNECTIONS
- Plumber to make all connections.
- One connection per line.
- Prices do not include labor.
- These charges will be applied to the card on file.
- Water Pressure may vary.
- If pressure is critical, a pressure regulator valve may be installed.
- All Gas Lines are overhead.

COMPRESSORS THAT ARE NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE WILL NOT BE PERMITTED IN FACILITY.

BY RETURNING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS.
(See terms and conditions.)
**PLUMBING LABOR**

- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Plumber Labor Rates: $85.00 per hour - Regular Time / $170.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

**COMPRESSED AIR**

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4", 1/2" and 3/8". Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for quote.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

**WATER LINES AND DRAINS**

- Water and drain lines are priced by the foot; depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/4", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by The Official Show Plumber.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

**PLUMBING TERMS AND CONDITIONS**

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT
FIRST CLASS CUSTOMER SERVICE
Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It’s our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT
Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you’ve always envisioned.

REDUNDANCY OF EQUIPMENT
We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING
All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911
Is the exclusive provider of the following services:

INTERNET

TELEPHONE
Need just a **BASIC CONNECTION**?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>INCENTIVE**</th>
<th>BASE</th>
<th>ON-SITE</th>
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</thead>
<tbody>
<tr>
<td>Basic Internet</td>
<td>$895</td>
<td>$1,140</td>
<td>$1,368</td>
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<tr>
<td>Additional Device</td>
<td>$185</td>
<td>$220</td>
<td>$255</td>
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</table>

<table>
<thead>
<tr>
<th>EQUIPMENT &amp; LABOR</th>
<th>INCENTIVE**</th>
<th>BASE</th>
<th>ON-SITE</th>
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<tbody>
<tr>
<td>Switch Rental</td>
<td>$185</td>
<td>$225</td>
<td>$270</td>
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<tr>
<td>Patch Cables</td>
<td>$50</td>
<td>$62</td>
<td>$74</td>
</tr>
<tr>
<td>Labor (Floor Work)</td>
<td>$125</td>
<td>$125</td>
<td>$125</td>
</tr>
</tbody>
</table>

*NOT FOR STREAMING*

**ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:
- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW

Order online at: [https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)
or call 888.446.6911

© 2020 Smart City Networks. All Rights Reserved. Effective September 30, 2020 – December 31, 2021 - V10082020
Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

<table>
<thead>
<tr>
<th>DEDICATED SERVICES</th>
<th>STREAMING SD or HD or UHD</th>
<th>INCENTIVE*</th>
<th>BASE</th>
<th>ON-SITE</th>
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</thead>
<tbody>
<tr>
<td>3 Mbps Dedicated</td>
<td>1 N/A N/A</td>
<td>$3,495</td>
<td>$4,370</td>
<td>$5,244</td>
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<tr>
<td>6 Mbps Dedicated</td>
<td>2 1 N/A</td>
<td>$5,900</td>
<td>$7,375</td>
<td>$8,850</td>
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<td>10 Mbps Dedicated</td>
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<td>$7,850</td>
<td>$9,810</td>
<td>$11,772</td>
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<tr>
<td>15 Mbps Dedicated</td>
<td>5 3 N/A</td>
<td>$11,700</td>
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<td>25 Mbps Dedicated</td>
<td>6 4 1</td>
<td>$19,250</td>
<td>$24,060</td>
<td>$28,872</td>
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</tbody>
</table>

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

**Dedicated Services Include:**
- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

Order online at: [https://orders.smartcitynetworks.com](https://orders.smartcitynetworks.com) or call 888.446.6911
NEED WIRELESS CONNECTIVITY?

Our **STANDARD HOTSPOT** provides

**SIMPLE & SECURE WIRELESS**

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

<table>
<thead>
<tr>
<th>DEVICE LIMIT</th>
<th>INCENTIVE**</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Device Limit</td>
<td>$2,339</td>
<td>$2,807</td>
<td>$3,368</td>
</tr>
<tr>
<td>15 Device Limit</td>
<td>$4,133</td>
<td>$4,960</td>
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<tr>
<td>30 Device Limit</td>
<td>$6,762</td>
<td>$8,114</td>
<td>$9,737</td>
</tr>
<tr>
<td>Additional Access Point Rental</td>
<td>$750</td>
<td>$750</td>
<td>$750</td>
</tr>
</tbody>
</table>

*NOT FOR STREAMING.

**ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental
WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our PREMIUM HOTSPOT combines HIGH BANDWIDTH WIRELESS with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

<table>
<thead>
<tr>
<th>BANDWIDTH ALLOCATION</th>
<th>SD or HD or UHD</th>
<th>INCENTIVE*</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Mbps</td>
<td>3</td>
<td>N/A</td>
<td>$8,800</td>
<td>$10,560</td>
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<td>20 Mbps</td>
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<td>$16,600</td>
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<td>30 Mbps</td>
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<td>$24,200</td>
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<tr>
<td>40 Mbps</td>
<td>13</td>
<td>8</td>
<td>$31,550</td>
<td>$37,860</td>
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<tr>
<td>50 Mbps</td>
<td>16</td>
<td>10</td>
<td>$39,050</td>
<td>$46,860</td>
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<tr>
<td>Additional Access Point Rental</td>
<td>N/A</td>
<td>N/A</td>
<td>$750</td>
<td>$750</td>
</tr>
</tbody>
</table>

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW

Order online at:
https://orders.smartcitynetworks.com
or call 888.446.6911

Wi-Fi Splash Page services starting at $250
https://orders.smartcitynetworks.com/wifi-splash-page-design
Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

<table>
<thead>
<tr>
<th>VOICE SERVICES</th>
<th>INCENTIVE*</th>
<th>BASE</th>
<th>ON-SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Line Telephone - With or Without Device</td>
<td>$275</td>
<td>$345</td>
<td>$414</td>
</tr>
<tr>
<td>Multi Line Telephone</td>
<td>$415</td>
<td>$520</td>
<td>$624</td>
</tr>
<tr>
<td>Polycom Speaker Phone</td>
<td>$465</td>
<td>$575</td>
<td>$690</td>
</tr>
</tbody>
</table>

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

**Telephone Service Information:**
- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, *electrical* services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

**Order online at:**
https://orders.smartcitynetworks.com
or call 888.446.6911
DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?
Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN’T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?
Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?
Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier’s network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?
Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City’s Communications Floorplan Worksheet.

TIP: Most of our venue’s data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.

DO YOU OFFER INCENTIVE RATES?
Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?
Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABELING?
Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks’ services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?
To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?
SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

<table>
<thead>
<tr>
<th>FORMAT</th>
<th>RESOLUTION</th>
<th>BANDWIDTH REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Definition (SD)</td>
<td>720x480</td>
<td>3.0-5.0 Mbps</td>
</tr>
<tr>
<td>High Definition (HD)</td>
<td>1280x720 &amp; 1920x1080</td>
<td>5.0-8.0 Mbps</td>
</tr>
<tr>
<td>Ultra High Definition (UHD)</td>
<td>3840x2160</td>
<td>25 Mbps</td>
</tr>
</tbody>
</table>

Order online at: https://orders.smartcitynetworks.com or call 888.446.6911

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Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”
Easy Ordering

As the exclusive Technology Provider of Atlantic City Convention Center, Encore is committed to making your experience as easy and stress-free as possible.

Self-service option available through our online store – EventNow

Step 1
Visit EventNow and select 'I am planning an exhibit booth'

Step 2
Browse our technology catalog

Step 3
Select from a list of available products/product packages and service packages, then check out.*

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

Need assistance or products/solutions not offered in EventNow?

Call your on-site contact directly:
Shakuwra Garrett
Sales Manager
shakuwra.garrett@encoreglobal.com
O 609-449-2226 | M 609-402-1530

NJSBA WORKSHOP 2023 Exclusive Offer!
To receive a 20% discount on equipment only

Enter Coupon Code:
ENMARENCORE23

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

We make it easy

Easy ordering options

Confirmation email is sent with your order details

We regularly maintain and service all equipment

Encore delivers, installs, and tests equipment.

After the show, Encore picks up your rental equipment.
What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!
Key Features

Exhibitor Portal
Access your licenses, leads and reporting online all the time. Follow-up with leads in real-time.

Custom Qualifiers
Always included and simple to setup. Customize your qualifying questions and answers online at any time.

Capture Leads Anywhere
The freedom to scan anywhere. No power or internet required to capture leads. Note: internet required to sync leads.

MyLEADS Standard
A small, light weight & easy to carry scanner, equipped with just one key. Allows for easy and straightforward use. Equipped with onboard memory, it provides an economical method of collecting leads. Access your leads online within one business day after the show closes. No electrical required.

MyLEADS Mobile
Real-time attendee lead information. Ability to either scan badges or type badge IDs. Multiple device option, that syncs instantly to your account on the exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Modify custom qualifiers on demand online. Native application allows for off-line capturing in areas with poor connectivity. Export your leads in multiple formats. No electrical required.

MyLEADS Connect
Use your own scanner at the event and connect to our database using our API. Once order is processed, API documentation and a token key is sent. Multiple device connections are allowed. One company per unique token key.

Compare Solutions

<table>
<thead>
<tr>
<th>Feature</th>
<th>Standard</th>
<th>Mobile</th>
<th>Connect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan anywhere, any time</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Custom qualifiers</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Real-time lead capture</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Real-time lead follow-up</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Reporting portal</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Add notes to leads</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Online and offline modes</td>
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<td>✓</td>
<td></td>
</tr>
<tr>
<td>Export leads to Excel</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Risk-Free Refund Policy

If the show is postponed/cancelled you may request a refund by emailing james@conexsys.com.

We will honor a full refund, less any processing fees incurred with your original order. Requests must be received within 90 days of the original show start date.
## NJSBA Workshop 2023
October 23 - 26, 2023
Atlantic City Convention Center
Atlantic City, NJ

### Order Online

<table>
<thead>
<tr>
<th>Event Code</th>
<th>Qty</th>
<th>Early Until 10/11/2023</th>
<th>Regular After 10/11/2023</th>
<th>Total</th>
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<tbody>
<tr>
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<td></td>
<td>$300.00</td>
<td>$325.00</td>
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<td>$125.00</td>
<td>$125.00</td>
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<tr>
<td></td>
<td></td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
</tbody>
</table>

- **MyLEADS Standard**
  - Use our small, lightweight & easy to carry scanner, equipped with just one key that allows for straight forward use.
  - *See rental terms/notes below.

- **MyLEADS Mobile**
  - 3 Licenses Included
  - Use our app and your mobile device to capture leads in real-time that sync instantly to your account on the exhibitor lead portal.

- **MyLEADS Connect**
  - Use your own device and scanner at the event and connect directly to the database using our API.

* Rental Terms/Notes
Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit break down period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of $800. CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

### Order Online And SAVE

<table>
<thead>
<tr>
<th>Event Code</th>
<th>Qty</th>
<th>Early Until 10/11/2023</th>
<th>Regular After 10/11/2023</th>
<th>Total</th>
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<tr>
<td></td>
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<td>$125.00</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>$1,500.00</td>
<td>$1,500.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Additional App Licenses**

### Contact Information

- Company
- Booth #
- Address
- City
- Province/State
- Onsite Contact
- Onsite Phone
- Email (for leads)

### Payment Information

- **VISA**
- **Mastercard**
- **American Express**

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Name On Card</th>
<th>Expiration Date</th>
<th>CVV#</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- Signature
- Ordered By
- Email (for receipt)

**Cancellation Policy:** No refunds after October 11th, 2023

978-338-4794 | james@conexsys.com | 100 Cummings Center, Suite 320-H | Beverly, MA 01915
Welcome to Atlantic City!

Food and Beverage Exhibitor Kit
We are pleased to be the choice caterer in delivering your booth service needs. Spectra Food Service & Hospitality is committed to detail, timing, and quality as we deliver friendly service to each exhibitor at this year’s show. You will find that you can expect a higher standard in your overall food service experience. We are a full-service company that specializes in catered events.

PERTINENT EXHIBITOR INFORMATION

All food and beverages served within the exhibit halls must be ordered through Spectra Food Service & Hospitality, the exclusive caterer at the Atlantic City Convention Center. No outside food or beverage will be permitted to be brought into the convention center without prior written authorization by Spectra Food Service & Hospitality management. If you choose to bring products without written authorization, you will be asked to remove them from the venue. This includes traffic promoters such as bottled water, popcorn, candy, etc.

- We require 100% payment of the food service purchased by either check or credit card along with a signed contract.
- All orders will be subject to a 23% catering supplement fee plus applicable tax. If an exhibitor requires tables for food service, arrangements should be made with the official show decorator.
- Alcoholic beverages may not be brought onto the premises during any event.
- A final guarantee of attendance is required (3) business days prior to all food and beverage events.
- Cancellation policy – any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.

FOOD & BEVERAGE SAMPLING

Atlantic City Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Spectra Food Service & Hospitality. Samples must be representative of products manufactured or sold by the company exhibiting. Samples are limited to (4) ounces; non-alcoholic beverages and (2) ounces; food sample. Exact descriptions of sample and portion size must be submitted for written approval 30 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away or selling food in their booth must have a valid state permit and all appropriate fees on file with the New Jersey Department of Health.

BOOTH FOOD & BEVERAGE BUYOUT

Atlantic City Convention Center exhibitors may be granted approval to provide unique food & beverage products that we may not be able to source. This would fall under a food and beverage buyout. Arrangements must be made in advance with approval from the Food & Beverage Department and buyout fees will be assessed.

HOW TO SUBMIT APPLICATION AND/OR ORDER

EMAIL - Preferred method of receiving orders, email Deborah.Stea@oakviewgroup.com

FAX - Office fax number is (609) 449-2416. All information faxed must be sent one week prior to show start along with credit card information

MAIL - To guarantee delivery it must be received one week in advance of shows move in date.

Spectra Food Service & Hospitality
Atlantic City Convention Center
One Convention Boulevard
Atlantic City, NJ 08401
Attn: Catering Sales
**BREAKFAST ITEMS**

ASSORTED BREAKFAST BAKERY $36.00 / dozen

DANISH OR MUFFIN $36.00 / dozen

DONUTS $36.00 / dozen

BAGELS & CREAM CHEESE $36.00 / dozen

**REFRESHMENTS & BEVERAGES**

FRESHLY BREWED COFFEE $48.00 / gallon

FRESHLY BREWED DECAFFEINATED COFFEE $48.00 / gallon

HOT WATER, SELECTION OF TEA $40.00 / gallon

FRESHLY BREWED ICED TEA $25.00 / gallon

INFUSED WATER $3.00 each

12 OZ CANNED SODA $4.00 each

20 OZ DASANI BOTTLED WATER $4.00 each

BOTTLED JUICE $4.00 each

**PARTY TRAYS**

ALL TRAYS SERVE UP TO 50 PEOPLE

FRESH VEGETABLE TRAY $275.00 each

IMPORTED & DOMESTIC CHEESE $350.00 each

SEASONAL SLICED FRUIT TRAY $275.00 each

**WATER COOLER**

ELECTRIC WATER COOLER $125.00 / day

Initial Setup includes Electric Cooler; Five Gallon Water Tank & Cups.

*Not Included is Required Power of 110-volt/1000 watts connection.*

WATER COOLER REFILL $30.00 each

**OTHER OPTIONS**

ICE (40LB BAG) $25.00 per bag

COLD STORAGE $75.00 per day

MINI FREEZER OR REFRIGERATOR $75.00 per day

*Not Included is Required Power of 110-volt/1000 watts connection*

**SNACKS**

GRANOLA BAR $20.00 / dozen

ASSORTED CANDY BARS $25.00 / dozen

INDIVIDUAL BAGS OF CHIPS $25.00 / dozen

FRESH BAKED BROWNIES $31.00 / dozen

FRESH BAKED COOKIES $31.00 / dozen

**LOGO BOTTLED WATER**

Provide us with your company’s logo and we’ll custom order your bottled waters. *A lead time of 45 days is required with a minimum of 72 cases ordered.*

16.9 OZ BOTTLED WATERS $102.00 per case

12 OZ BOTTLED WATERS $96.00 per case

*Have your own logo’d bottle water to give-a-way? Must submit for approval to distribute and a corkage fee of $1.00 per bottle will apply.*

***Contact our catering team for additional catering options***

**BOX LUNCH SELECTIONS**

INCLUDES APPLE, CHIPS, COOKIES, & 8 OZ BOTTLED WATER

TURKEY & BRIE $22.95

Roasted Turkey Breast & Brie Cheese Raspberry Aoli on Kaiser Roll

TAVERN HAM & SWISS $22.95

Lettuce & Tomato, Whole Grain Honey Dijon on Pretzel Roll

TUNA $22.95

Albacore Tuna Salad on Ciabatta Bread Lettuce & Tomato

ITALIAN $22.95

Capicola, Genoa Hard Salami & Provolone Cheese on Sub Roll with Lettuce & Tomato

VEGETARIAN $22.95

Grilled Vegetables with Fresh Mozzarella & Pesto on a Ciabatta Bread
POPCORN MACHINE

POPCORN MACHINE RENTAL $325.00 / per day
Includes 12 Popcorn Kits and Unlimited Bags
Not Included is Required Power of 110-volt/1000 Watts Connection
ADDITIONAL POPCORN KIT $6.50 each
POPCORN ATTENDANT $160.00 / 4 hrs

SOFT PRETZEL WARMER

PRETZEL WARMER MACHINE RENTAL $150.00 / per day
SUPER PRETZELS | 50/cs $225.00 per case
Served with Spicy & Yellow Mustard
Not Included is Required Power of 110-volt/1000 Watts Connection
ATTENDANT FEE $160.00 / 4 hrs

KEURIG MACHINE

AQUA CAFÉ/KEURIG MACHINE $200.00 / per day
Includes initial 5-gallon water tank
VARIETY BOX OF 24 K-CUPS $75.00 each
Included PC condiments, 12oz cups, lids, stirrers, beverage napkins
ADDITIONAL 5-GALLON WATER $30.00 each
Not Included is Required Power of 110-volt/1000 watts connection.

FRESH BAKED COOKIES

FRESH BAKED COOKIES STATION $575.00 / 4 hrs
Warm and welcoming scent of freshly baked cookies will drive traffic to your booth! Station includes 4 hours of service, a table top Otis Spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz cookies of your choice of (1) flavor:
Chocolate Chip, Oatmeal Raisin or Sugar Cookies
Booth attendant to serve and distribute cookies up to 4 hours included
Additional hours subject to additional fees
ADDITIONAL COOKIE DOUGH 160/CS $200.00 / per case
Not Included is Required Power of 2000 watts (20amp) connection.

DIPPIN DOTS

DIPPIN DOTS STAND $750.00 / 4 hrs
The original beaded ice cream is a fun and unforgettable traffic stopper! Station includes to 4 hours of service, ice cream cups, spoons, napkins and approximately (125) servings. Choice of (3) flavors: chocolate, cookies ‘n cream, cotton candy, birthday cake, cookie dough, rainbow, banana split
Booth attendant to serve your guests up to 4 hours included
Additional hours subject to additional fees
ADDITIONAL SERVINGS $5.00 / per cup
Not Included is Required Power of 2000 watts (20amp) connection.

***Contact our catering team for additional catering options***
**B A R S**

A Bartender is required for all Bar Services. Bartender fee is $225 each for up to four hours of service and $35 for each additional hour. Bartender fee will be waived if sales are $800 or greater per bartender. Pricing includes disposable service.

Recommend:  
1 Bartender per 100 guests for a Full Bar Services  
1 Bartender per 150 guests for Beer and Wine Bars

**C O N S U M P T I O N B A R S**

Estimated consumption will be determined with your Catering Manager. Actual consumption will be calculated following your function.

<table>
<thead>
<tr>
<th>Beverage Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSE COCKTAILS</td>
<td>$7.00</td>
</tr>
<tr>
<td>HOUSE WINE</td>
<td>$6.00</td>
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<tr>
<td>DOMESTIC BEER</td>
<td>$5.00</td>
</tr>
<tr>
<td>IMPORTED BEER</td>
<td>$6.00</td>
</tr>
<tr>
<td>SOFT DRINKS</td>
<td>$4.00</td>
</tr>
<tr>
<td>BOTTLED WATER</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

**C A S H B A R S**

Beverages are available for guest purchase. Prices are Tax Inclusive

<table>
<thead>
<tr>
<th>Beverage Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOUSE COCKTAILS</td>
<td>$9.00</td>
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<tr>
<td>HOUSE WINE</td>
<td>$8.00</td>
</tr>
<tr>
<td>DOMESTIC BEER</td>
<td>$6.00</td>
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<tr>
<td>IMPORTED BEER</td>
<td>$7.00</td>
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<tr>
<td>SOFT DRINKS</td>
<td>$5.00</td>
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<tr>
<td>BOTTLED WATER</td>
<td>$4.00</td>
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</tbody>
</table>

The above prices are subject to 6.625% State Sales Tax, 3% Luxury Tax and 23% Management Fee

**H O U S E B R A N D S O F F E R E D**

New Amsterdam Vodka, Cruzan Rum, Jose Cuervo Gold, New Amsterdam Gin, J&B Scotch, Jack Daniels Bourbon, Heineken, Yuengling, Coors Light, Miller Lite, Budweiser, Bud Light, O’Doul’s Non-Alcoholic  
House Wines: Canyon Road – Cabernet Sauvignon, Chardonnay, White Zinfandel

Top Shelf Brands & Craft Beers available on request. Kegs available request. Please inquire with your Catering Sales Representative.

**H O W T O S U B M I T O R D E R A N D / O R A P P L I C A T I O N**

**EMAIL** - Preferred method of receiving orders, email Deborah.Stea@oakviewgroup.com

**FAX** - Office fax number is (609) 449-2416. All information faxed must be sent one week prior to show start along with credit card information

**MAIL** - To guarantee delivery it must be received one week in advance of shows move in date.

Spectra Food Service & Hospitality  
Atlantic City Convention Center  
One Convention Boulevard  
Atlantic City, NJ 08401  
Attn: Catering Sales

***Contact our catering team for additional catering options***
CATERING SERVICES ORDER FORM

FILL OUT ORDER FORM AND FAX YOUR ORDER TO 609.449.2416 OR CALL CATERING SALES AT 609.449.2058

1. A 23% Management Charge, 6.625% sales tax and 3% city liquor tax (where applicable) will be added to total.
2. Confirmation paperwork will be sent once order has been received. PLEASE contact us if you do not receive confirmation of your services within 48 hours.
3. All on site show orders require a credit card guaranteed. Any balances will be applied to credit card on show file.
4. Cancellations require a 72 hour notice to be eligible for a full refund.
5. All orders received within 72 hours of the show may be subject to an additional 15% charge.
6. Spectra Food Service and Hospitality may not be able to provide exact order requests within 72 hours. Comparable product may be offered.

INSTRUCTIONS

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT</th>
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<tbody>
<tr>
<td>STREET ADDRESS</td>
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<td>CITY</td>
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<td>PHONE #</td>
<td>FAX #</td>
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<td>EMAIL ADDRESS</td>
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<tr>
<td>SHOW NAME</td>
<td>BOOTH #</td>
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<tr>
<td>ON-SITE AUTHORIZED CONTACTS</td>
<td>ON-SITE PHONE #</td>
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<tr>
<th>DAY/DATE</th>
<th>REQUESTED DELIVERY TIME</th>
<th>ITEM DESCRIPTION</th>
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ESTIMATED SUBTOTAL

23% MANAGEMENT CHARGE

6.625% SALES TAX

ESTIMATED TOTAL

INSTRUCTIONS

<table>
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<tr>
<th>CREDIT CARD NUMBER</th>
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<tbody>
<tr>
<td>EXPIRATION DATE</td>
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<tr>
<td>SIGNATURE</td>
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NAME AS IT APPEARS ON CARD

SECURITY CODE
The practice of exhibitors bringing in their own food or beverage is in direct conflict with the Spectra Food Service & Hospitality exclusive contract at the Atlantic City Convention Center. Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage items are required to notify Spectra Food Service & Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by Spectra Food Service & Hospitality or purchased through Spectra Food Service & Hospitality).

Sampling of food or non-alcoholic beverage items would not be permitted if the item being dispensed has no relation to such exhibitor’s business.

Spectra Food Service & Hospitality and the Atlantic City Convention Center require all food and non-alcoholic beverage to be of sample size portions; (2) ounce portions for food and (4) ounce cups for non-alcoholic beverages. A written approval must be obtained from Spectra Food Service & Hospitality at least (30) working days prior to the show opening.

If your sample requires you to cook on the show floor the following are approved cooking apparatus: George Foreman Grills, Panini Grills, Induction Cookers, Butane Stoves, Toaster Ovens, Sauté Pans (not using grease or oils), Pressure Cookers, and Deep Fryers with built-in suppression Systems and NJ State Fire Inspector Approval.

**NOT APPROVED:** ELECTRIC GRILLS OR ANY ITEMS CREATING “GREASE LADEN VAPORS”.

All booths cooking food must be clear of all combustible materials and contain at least (1) 20 BC rated fire extinguisher. Open flame units will require a fire permit. See your Event Manager for additional details.

Any Exhibitor requesting to give away samples of alcoholic beverages must obtain a special event liquor license from the Liquor Control Board for the State of New Jersey. (Fees are applicable unless waived by Spectra Food Service & Hospitality or purchased through Spectra Food Service & Hospitality). Samples dispensed are limited to those products that are manufactured, processed or distributed by the entity requesting permission. Please refer to the Exhibitors Agreement for further specifications. You must hire a Spectra Food Service & Hospitality union bartender to serve alcoholic beverages. Bartender fee is $225.00 four hour minimum, $30.00 for each additional hour. Samples are limited to (1) ounce of beer or wine and 1/2 ounce of spirituous liquors.

Alcoholic Samples are to only be served to persons 21 years of age or older. Each booth must provide a visible sign, stating: “Guests must be 21 years of age to participate in sampling of alcoholic beverages. Picture I.D is required”.

**INSURANCE REQUIREMENTS:**

General Certificate Liability Insurance for $2,000,000 Each Occurrence and $2,000,000 Aggregate. Certificate must name as additional insured Spectra Food Service & Hospitality and Atlantic City Convention Center on a primary/noncontributory basis.

Any exhibitor providing samples of food and non-alcoholic beverage must operate within the local Health Department Guidelines.
Please submit the following information for approval to distribute product sample to attendees. When preparing your samples, be sure to abide by all sampling and food preparation rules as described in guidelines. Only food and beverage manufacturers may serve sample “bite size”, 2oz or fewer portions of their own food products and 4oz container of non-alcoholic beverages.

**COMPANY NAME** ____________________________________________ BOOTH # ______________

**CONTACT NAME** ____________________________________________

**PHONE #** ____________________ **EMAIL** _______________________

**DESCRIPTION OF PRODUCT(S) TO BE DISTRIBUTED FOR SAMPLING:**

________________________________________________________________________

Sample Size ____________________________________________________________

________________________________________________________________________

Sample Size ____________________________________________________________

________________________________________________________________________

Sample Size ____________________________________________________________

________________________________________________________________________

Sample Size ____________________________________________________________

**METHOD OF DISTRIBUTION:**

☐ Sealed Package ☐ Cooked Sample (plate, napkin, toothpick, other)

☐ Cup (Liquid) ☐ Cup (Solid)

**DOES PRODUCT NEED ADDITIONAL PREPARATION ON-SITE PRIOR TO DISTRIBUTION?**

☐ Yes ☐ No

If yes: ☐ By your staff in the booth ☐ By in-house kitchen staff*

**PRODUCT IS SERVED:**

☐ Hot ☐ Cold ☐ Room Temperature

**PRODUCT IS STORED IN:**

☐ Booth ☐ Refrigerated Storage* ☐ Frozen Storage*

*Additional Charges May Apply

Return To:

**FAX OR EMAIL TO:**

Deborah Stea  
Spectra Food Service & Hospitality  
Atlantic City Convention Center  
One Convention Boulevard | Atlantic City, NJ 08401  
Phone: 609.449.2058 | Fax: 609.449.2416 | Email: Deborah.Stea@oakviewgroup.com