

# EXHIBITOR MANUAL & DECORATOR KIT



New Jersey School  
Boards Association

Atlantic City Convention Center

October 22-23, 2024



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Show Name: New Jersey School Boards Association

Show Dates: October 22-23, 2024

Show Venue: Atlantic City Convention Center

Deadline to Receive Discount Pricing: Monday, October 7, 2024



## QUICK FACTS

### EVENT SCHEDULE:

	Day	Date	Time
Exhibitor Move-In	Monday	October 21, 2024	8:00 AM - 5:00 PM
Show Hours	Tuesday	October 22, 2024	8:30 AM - 4:00 PM
	Wednesday	October 23, 2024	8:30 AM - 4:00 PM
Exhibitor Move-Out	Wednesday	October 23, 2024	4:00 PM - 7:30 PM

### 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

Exhibitors may order booth carpet/padding for specific color choices. Please see the **Carpet Rental Order Form** for pricing and options.

### SHIPPING:

Materials should be shipped to ARRIVE at our warehouse **no later than: Monday, October 14, 2024**. 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 Convention Services  
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 Convention Services  
1 Convention Boulevard  
Atlantic City, NJ 08401

Shipments will be received at the exhibit facility **ONLY** on: **Monday, October 21, 2024 between 8:00 AM - 5:00 PM.**

**Move-Out Note:** All carriers must check in no later than **6:00 PM, Wednesday, October 23, 2024** or freight will be shipped via the house carrier.

### Customer Service

Phone: (609) 272-1600 / Fax: (609) 272-1680

Email: [Orders@AEXServices.com](mailto:Orders@AEXServices.com)

### Show Management

Lou Schimenti

Phone: (609) 278-5271

Email: [lschimenti@njsba.org](mailto:lschimenti@njsba.org)

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**DEFINITIONS AND RESPONSIBILITIES:** The Terms and Conditions set forth become a part of the contract between AEX Convention Services, LLC. ("AEX Convention Services") 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 Convention Services"). 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 applied for all labor orders that are not canceled in writing at least 24 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 any 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, as 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 be obligated 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 forever hold harmless the contractor and its employees, directors, officers, and agents from and against any and all demands, claims, 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) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of the contractor's equipment. (3) Exhibitor's violation of Federal, State, County or Local ordinances; (4) 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](mailto: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 event is the earlier of the 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 \$.50 (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 booths 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 pickup 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 forklift and similar means. Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed. The contractor assumes no responsibility for error 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 MODIFICATION 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 Convention Services  
609.272.1600  
[Orders@AEXServices.com](mailto: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

Booth#

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:

16 digit card number input boxes

Exp. Date:

4 digit expiration date input boxes

M M Y Y

\*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 terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

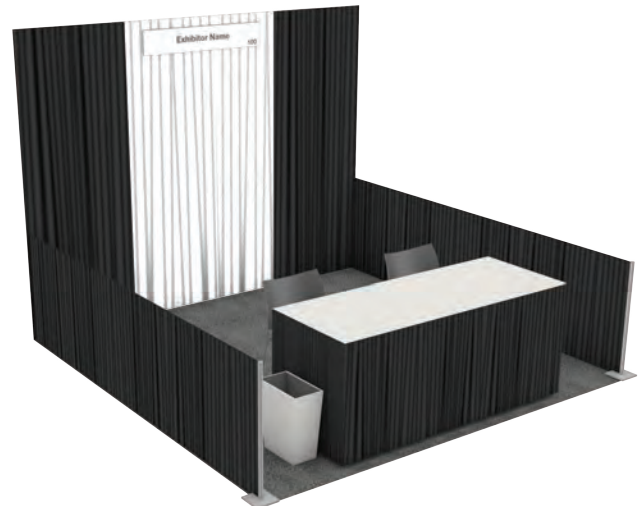
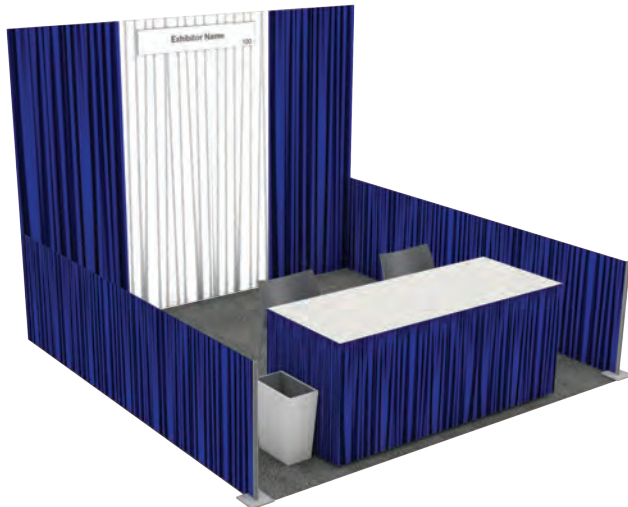
Sign Here

X

Authorized Signature

**Booths Inside Partner Pavilion**

**Booths Outside Partner Pavilion**



**SPECIAL BOOTH PACKAGES**

**10' x 10'**

- 8' - Backwall drape
- 3' - Sidewall drapes
- 1 - 6' x 30" skirted table
- 2 - Side chairs
- 1 - Wastebasket
- 1 - 10' x 10' carpet
- ID Sign

**10' x 20'**

- 8' - Backwall drape
- 3' - Sidewall drapes
- 2 - 6' x 30" skirted table
- 4 - Side chairs
- 2 - Wastebasket
- 1 - 10' x 20' carpet
- ID Sign

**10' x 30'**

- 8' - Backwall drape
- 3' - Sidewall drapes
- 3 - 6' x 30" skirted table
- 6 - Side chairs
- 3 - Wastebasket
- 1 - 10' x 30' carpet
- ID Sign

**20' x 20'**

- 8' - Backwall drape
- 3' - Sidewall drapes
- 4 - 6' x 30" skirted table
- 8 - Side chairs
- 4 - Wastebasket
- 1 - 20' x 20' carpet
- ID Sign

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\*\*\***

Special Booth Package (per 10'x10')

Special Booth Package (per 10'x20')

Special Booth Package (per 10'x30')

Special Booth Package (per 20'x20')

Standard

\$ 433.12

\$ 866.25

\$1,299.40

\$1,732.50

Qty.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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%.



**FURNITURE**

Item #	Description	Discount	Standard	Qty.	Total
F10	Plastic Side Chair	\$ 84.75	\$118.75	_____	\$ _____
F20	Padded Side Chair	\$108.75	\$152.25	_____	\$ _____
F30	Padded Arm Chair	\$121.25	\$169.75	_____	\$ _____
F40	Padded Counter Stool	\$132.00	\$184.75	_____	\$ _____
F60	Cocktail Table 30"H	\$159.50	\$223.25	_____	\$ _____
F70	Cocktail Table 42"H	\$188.50	\$264.00	_____	\$ _____
F3104	Black Spandex Drape 42" Cocktail Table	\$ 46.75	\$ 65.50	_____	\$ _____



(actual products may vary)

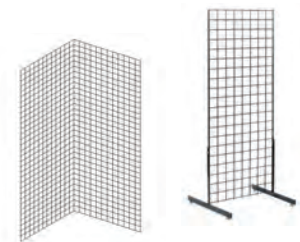
**ACCESSORIES**

Item #	Description	Discount	Standard	Qty.	Total
F80	Literature Rack	\$266.00	\$372.50	_____	\$ _____
F100	Wastebasket	\$ 27.50	\$ 38.50	_____	\$ _____
F110	Easel	\$ 56.50	\$ 79.00	_____	\$ _____
F120	Chrome Sign Frame (22"W x 28"H)	\$ 93.50	\$131.00	_____	\$ _____
F130	Waterfall Bag Rack	\$ 85.00	\$119.00	_____	\$ _____
F150	Chrome Bag Holder	\$ 56.50	\$ 79.00	_____	\$ _____
F160	Chrome Clothes Tree	\$ 87.75	\$122.75	_____	\$ _____
F191	6' Garment Rack w/Wheels	\$ 87.75	\$122.75	_____	\$ _____

**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.

Item #	Description	Discount	Standard	Qty.	Total
F550	2' x 8' Grid Wall	\$ 93.25	\$130.50	_____	\$ _____
F5501	Pair of feet	\$ 46.25	\$ 64.75	_____	\$ _____



**TACK BOARD**

Item #	Description	Discount	Standard	Qty.	Total
F640	Style A - 4' w x 8' h Panel	\$269.00	\$376.50	_____	\$ _____
F660	Style B - 8' w x 4' h Panel	\$269.00	\$376.50	_____	\$ _____



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%.

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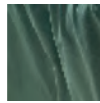
Blue



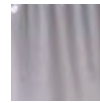
Burgundy



Black



Green



Gray



Red



White



Yellow

(actual colors may vary)

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

Description	Discount	Standard	Qty.	Total
4' L x 24" W x 30" H	\$180.50	\$252.75	_____	\$ _____
4' L x 24" W x 42" H	\$241.00	\$337.50	_____	\$ _____
6' L x 24" W x 30" H	\$212.00	\$296.75	_____	\$ _____
6' L x 24" W x 42" H	\$284.00	\$397.50	_____	\$ _____
8' L x 24" W x 30" H	\$251.75	\$359.65	_____	\$ _____
8' L x 24" W x 42" H	\$313.25	\$438.50	_____	\$ _____
4th Side Skirt 30"	\$ 81.75	\$114.50	_____	\$ _____
4th Side Skirt 42"	\$ 93.25	\$130.50	_____	\$ _____

Please select skirt color:

- Blue
- Black
- Gray
- White
- Un-skirted
- Burgundy
- Green
- Red
- Yellow

Undraped Tables - 25% off of skirted rate.

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

Description	Discount	Standard	Qty.	Total
4' Long, Single Step Riser	\$ 85.25	\$119.25	_____	\$ _____
6' Long, Single Step Riser	\$112.75	\$157.75	_____	\$ _____

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

Description	Discount	Standard	Qty.	Total
Side Rail Drape 3'	\$ 25.25	\$ 35.25	_____	\$ _____
8' Background Drape	\$ 33.00	\$ 46.25	_____	\$ _____

Please select drape color:

- Blue
- Black
- Gray
- White
- Burgundy
- Green
- Red
- Yellow

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%.





# 2024 TRADE SHOW KIT CATALOG

To place your order for specialty furniture please email:  
[orders@aexservices.com](mailto: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

# FUNCTION

Modular Seating Collection



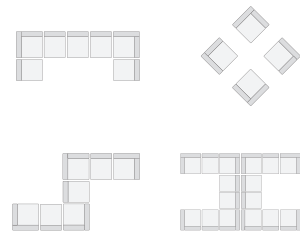
## Function Armless Chair

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



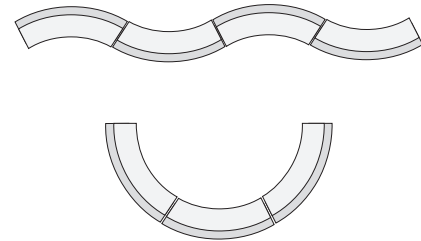
## Continental Curved Bench

Bright White Leather  
70"W x 26"D x 19"H



## Continental Half Moon Ottoman

Bright White Leather  
33"W x 19"D x 19"H



# SOPHISTICATION

Modular Seating Collection



## 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

Modular Seating Collection



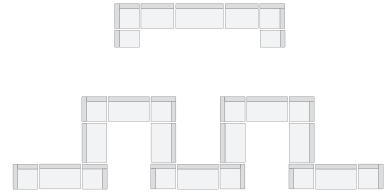
**Sophistication Corner**

White Leather  
31"Square x 48"H



**Sophistication Ottoman**

White Leather  
31"Square x 19"H



# BOCA

Modular Seating Collection



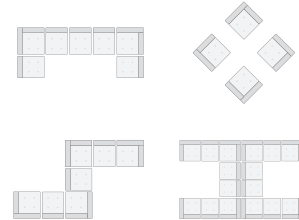
**Boca Corner**

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



**Metro Square Ottoman**

Black Leather  
40"Square x 17"H



**Metro Bench Ottoman**

Black Leather  
60"W x 24"D x 17"H

# 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



**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

## 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

## 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



**Chandler Bench Ottoman**

Red Leather  
60"W x 24"D x 17"H

# EVOKE



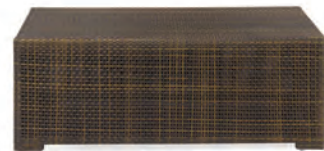
**Evoke Sofa**

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 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



**Empire Chair**  
■ Black Leather  
□ White Leather  
28"W x 32"D x 32"H



**Monarch Chair**  
Bright White Leather  
28"Square x 30"H

## OTTOMANS & BENCHES



### Curved Bench

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



### Square Ottoman

■ Metro Black Leather  
■ Grammercy Charcoal Leather  
40"Square x 17"H



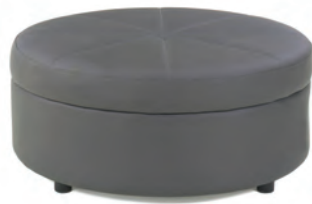
### Bench Ottoman

■ Metro Black 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



### Grammercy Round Ottoman

Charcoal Leather  
46"Round x 17"H

## BANQUETTES & TURNING BEDS



### Essentials Banquette

White Leather  
60"Round x 48"H (2 Pieces)



### Grammercy Banquette

Charcoal Leather  
59"Round x 38"H (2 Pieces)



### 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



## Metro Cube Ottoman

Black Leather  
18"Square x 18"H





**Essentials Turning Bed - Charged**

Bright 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.*

# OCCASIONAL TABLES



## 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  
Console Table White/Brushed Steel  
44"W x 20"D x 30"H  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"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



## Tribeca Tables

End Table Black/Wood  
24"W x 28"D x 22"H  
Console Table Black/Wood  
48"W x 18"D x 30"H  
Cocktail Table Black/Wood  
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



## Hylton Tablet Table

White/Brushed Steel  
18"W x 12"D x 28"H

# OCCASIONAL TABLES



## Fuze Tables

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



## London Tables

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



## Cube End Tables

- Black
- White
- 24"Square x 21"H



## Cube Cocktail Tables

- Black
- White
- 24"Square x 16"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



### Bar

■ Black  
 □ White  
 48"W x 16"D x 42"H  
 2 Shelves In Back



### Blox Bar Back

Walnut/Brushed Metal  
 30"W x 16"D x 86"H  
 Please Inquire About Shelf Dimensions



### Piazza Bar Back

■ Black  
 □ White  
 44"W x 12"D x 79"H  
 13"W x 14"H (Inside Shelf)

# STOOLS



## Vienna Stool

- Smoke Grey
  - 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



## Milo Bar Stool

- Black
- California Wine
- Chartreuse
- Chocolate
- Jade
- Victory Blue
- White

20"W x 21"D x 41"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



# 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

# CAFÉ CHAIRS



**Vienna Chair**  
■ Smoke Grey Acrylic  
■ Orange Acrylic  
■ Teal Acrylic  
21"Square x 32"H



**Milo Chair**  
■ Black  
■ California Wine  
■ Chartreuse  
■ Chocolate  
■ Jade  
■ Victory Blue  
■ White  
20"W x 21"D x 41"H

# CAFÉ CHAIRS



**Clara Chair**

White  
18"W x 21"D x 35"H



**Leslie Chair**

White  
17"W x 21"D x 31"H



**Cris 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 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



**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



**Fuze Café Table**

Zebra wood Laminate/Chrome  
36"Square x 30"H



**Blanco Square Café Table**

White/Chrome  
24"Square x 30"H



**Blanco Rectangle Café Table**

White/Chrome  
72"W x 24"D x 30"H

## CAFÉ TABLES



**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



# OFFICE SEATING



**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



**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

# CONFERENCE TABLES



**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



**Storage Credenza**

- Black
- Mahogany

2 Filing Cabinets/2 Drawers/Inside Shelves  
66"W x 20"D x 29"H



**Jr Executive Desk**

- Black
- Mahogany

Double Pedestal/Locking Drawers  
60"W x 30"D x 29"H



**Executive Desk**

- Black
- Mahogany

Double Pedestal/Locking Drawers  
72"W x 36"D x 29"H



**5-Shelf Bookcase**

- Black
- Mahogany

36"W x 12"D x 72"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  
36"W x 18"D x 27"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



## 42" Display Pedestals

- Black  
14"Square x 42"H
- Black  
24"Square x 42"H
- Black  
18"Square x 42"H
- White  
14"Square x 42"H



## 36" Display Pedestals

- Black  
14"Square x 36"H
- Black  
24"Square x 36"H
- White  
14"Square x 36"H
- White  
24"Square x 36"H



## 30" Display Pedestals

- Black  
14"Square x 30"H
- Black  
24"Square x 30"H
- Black  
18"Square x 30"H
- White  
14"Square x 30"H



## Locking Pedestal

- Black  
24"Square x 42"H
- White



## Fuze Pedestal

- Zebra wood 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  
 14.75"W x 12"D x 53.5"H



**Argento Literature Rack**  
 Aluminum  
 14.75"W x 12"D x 53.5"H



**Alto Literature Rack**  
 Black/Metal  
 10.5"W x 9.5"D x 57"H



**Compact Refrigerator**  
 Black 4 Cubic Feet  
 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 Round 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  
 Blanco 30" Round Bar Table with Tulip Base • Vienna Stool - Teal



## 20x10 Booth Footprint

Chandler Loveseat • Continental Curved Loveseat • Rose Table  
 Aria End Table - White • London Console Table

# 2024 Trade Show Order Form

Email: [orders@aexservices.com](mailto:orders@aexservices.com) / [orders@texasexpo.com](mailto:orders@texasexpo.com)

## TRADE SHOW INFORMATION

Show Name		Company Name	
Show Dates		Onsite Contact Name	
Venue Name		Onsite Contact Cell #	
Venue Address		Delivery Date	Time
		Pickup Date	Time
Booth # and Name		Show Contractor	AEX/Texas EXPO

\*\*\*All Furniture Subject to Availability\*\*\*

**Terms & Conditions:** **Payments:** 100% payment is due prior to delivery to secure the order. Payment includes drayage fees - A \$75.00 delivery fee will be added to each order.

**Late Fee:** Show site orders will be based on availability and charged a 30% late fee.

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
<b>Blanc (Pg. 2)</b>							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,002.00	\$1,302.50		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$956.50	\$1,243.50		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$799.25	\$1,039.00		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$480.00	\$624.00		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square	\$168.00	\$218.50		\$ -
<b>Function (Pg. 2)</b>							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$511.25	\$664.75		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$549.50	\$714.25		\$ -
<b>Continental (Pg. 3)</b>							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$987.50	\$1,283.75		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$956.50	\$1,243.50		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$424.75	\$552.25		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$501.50	\$652.00		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$424.75	\$552.25		\$ -
<b>Sophistication (Pg. 3 &amp; 4)</b>							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$987.50	\$1,283.75		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$667.25	\$867.50		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$501.50	\$652.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$501.50	\$652.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$376.75	\$489.75		\$ -
<b>Boca (Pg. 4)</b>							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$549.50	\$714.25		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$511.25	\$664.75		\$ -
<b>Metro (Pg. 4 &amp; 5)</b>							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$823.25	\$1,070.25		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$793.25	\$1,031.25		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$619.25	\$805.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$424.75	\$552.25		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$424.75	\$552.25		\$ -
<b>Suave Midnight (Pg. 5)</b>							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$721.25	\$937.75		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$626.50	\$814.50		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$470.50	\$611.75		\$ -
<b>Grammercy (Pg. 5 &amp; 6)</b>							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$916.75	\$1,191.75		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$799.25	\$1,039.00		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$511.25	\$664.75		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$588.00	\$764.50		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$424.75	\$552.25		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$424.75	\$552.25		\$ -
<b>Montana Mocha (Pg. 6)</b>							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$775.25	\$1,007.75		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$681.50	\$886.00		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$525.50	\$683.25		\$ -
<b>Chandler (Pg. 6 &amp; 7)</b>							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$823.25	\$1,070.25		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$793.25	\$1,031.25		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$619.25	\$805.00		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$424.75	\$552.25		\$ -
<b>Evoke (Pg. 7)</b>							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,244.50	\$1,617.75		\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$667.25	\$867.50		\$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$424.75	\$552.25		\$ -
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$376.75	\$489.75		\$ -
13110-0008	10 lbs.	Evoke Cube Table	18"Square	\$267.50	\$347.75		\$ -
<b>Niko (Pg. 8)</b>							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,018.75	\$1,324.50		\$ -
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$931.25	\$1,210.75		\$ -
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$775.25	\$1,007.75		\$ -
<b>Stage Chairs (Pg. 8)</b>							



18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$307.25	\$399.50	\$	-
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$307.25	\$399.50	\$	-
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$307.25	\$399.50	\$	-
18284-0621	80 lbs.	Empire Chair - Black Leather	28"W x 32"D x 32"H	\$549.50	\$714.25	\$	-
18284-0564	80 lbs.	Empire Chair - White Leather	28"W x 32"D x 32"H	\$549.50	\$714.25	\$	-
18284-0785	24 lbs.	Monarch Chair	28"Square x 30"H	\$351.50	\$457.00	\$	-
<b>Ottomans &amp; Benches (Pg. 9)</b>							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$501.50	\$652.00	\$	-
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$424.75	\$552.25	\$	-
18184-0192	70 lbs.	Essentials Storage Ottoman	48"W x 24"D x 20"H	\$588.00	\$764.50	\$	-
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$424.75	\$552.25	\$	-
<b>Banquettes &amp; Turning Beds (Pg. 9)</b>							
18011-0011	185 lbs.	Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,244.50	\$1,617.75	\$	-
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,244.50	\$1,617.75	\$	-
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,495.25	\$1,943.75	\$	-
<b>Cube Ottomans (Pg. 10)</b>							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$171.50	\$223.00	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$171.50	\$223.00	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$171.50	\$223.00	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$171.50	\$223.00	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$171.50	\$223.00	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$171.50	\$223.00	\$	-
18184-0274	15 lbs.	Blanc Bright White Leather Cube	17"Square x 17"H	\$168.00	\$218.50	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$168.00	\$218.50	\$	-
<b>Charged (Pg. 11)</b>							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,658.50	\$2,156.00	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$626.50	\$814.50	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$579.50	\$753.25	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$970.75	\$1,262.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$549.50	\$714.25	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,306.75	\$1,698.75	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$604.75	\$786.25	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$916.75	\$1,191.75	\$	-
<b>Occasional Tables (Pg. 12 &amp; 13)</b>							
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$298.75	\$388.50	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$331.25	\$430.75	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$314.50	\$408.75	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$376.75	\$489.75	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$424.75	\$552.25	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$298.75	\$388.50	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$314.50	\$408.75	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$298.75	\$388.50	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$314.50	\$408.75	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$298.75	\$388.50	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$314.50	\$408.75	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$298.75	\$388.50	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$314.50	\$408.75	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$298.75	\$388.50	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$331.25	\$430.75	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$314.50	\$408.75	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$298.75	\$388.50	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$331.25	\$430.75	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$314.50	\$408.75	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$322.75	\$419.50	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$392.50	\$510.25	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$362.50	\$471.25	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$322.75	\$419.50	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$392.50	\$510.25	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$362.50	\$471.25	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$276.00	\$358.75	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$276.00	\$358.75	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$307.25	\$399.50	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$307.25	\$399.50	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$298.75	\$388.50	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$331.25	\$430.75	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$314.50	\$408.75	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$307.25	\$399.50	\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$307.25	\$399.50	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$298.75	\$388.50	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$298.75	\$388.50	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$267.50	\$347.75	\$	-
<b>Bars &amp; Bar Backs (Pg. 14)</b>							
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,088.50	\$1,415.00	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$916.75	\$1,191.75	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$501.50	\$652.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$501.50	\$652.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$626.50	\$814.50	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$588.00	\$764.50	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$588.00	\$764.50	\$	-
<b>Bar Stools (Pg. 15 &amp; 16)</b>							
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$314.50	\$408.75	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$314.50	\$408.75	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$314.50	\$408.75	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$282.00	\$366.50	\$	-

05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$282.00	\$366.50	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$236.50	\$307.50	\$	-
99-05237-01	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$267.50	\$347.75	\$	-
99-05237-02	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$267.50	\$347.75	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$267.50	\$347.75	\$	-
99-05237-03	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$267.50	\$347.75	\$	-
99-05237-04	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$267.50	\$347.75	\$	-
99-05237-05	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$267.50	\$347.75	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$267.50	\$347.75	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$267.50	\$347.75	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$291.50	\$379.00	\$	-
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$291.50	\$379.00	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$291.50	\$379.00	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$291.50	\$379.00	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$282.00	\$366.50	\$	-
05237-0215	15 lbs.	Marcus Stool	18"Square x 29"H	\$213.50	\$277.50	\$	-
05237-0156	20 lbs.	Regal Stool	19"W x 24"D x 45"H	\$291.50	\$379.00	\$	-
05237-0169	25 lbs.	Caprice Stool	25"W x 26"D x 44"H	\$291.50	\$379.00	\$	-
05237-0042	15 lbs.	Sonic Stool	22"W x 23"D x 42"H	\$236.50	\$307.50	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$243.50	\$316.50	\$	-
<b>Café Chairs (Pg. 16, 17, &amp; 18)</b>							
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$199.25	\$259.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$199.25	\$259.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$199.25	\$259.00	\$	-
99-05035-10	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$165.50	\$215.25	\$	-
99-05035-11	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$165.50	\$215.25	\$	-
99-05035-15	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$165.50	\$215.25	\$	-
99-05035-12	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$165.50	\$215.25	\$	-
99-05035-13	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$165.50	\$215.25	\$	-
99-05035-14	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$165.50	\$215.25	\$	-
99-05035-15	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$165.50	\$215.25	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$188.50	\$245.00	\$	-
05035-0008	10 lbs.	Leslie Chair	17"W x 21"D x 31"H	\$150.00	\$195.00	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$188.50	\$245.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$188.50	\$245.00	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$168.00	\$218.50	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$168.00	\$218.50	\$	-
14233-0005	20 lbs.	Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$229.25	\$298.00	\$	-
14233-0006	15 lbs.	Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$213.50	\$277.50	\$	-
05221-0039	20 lbs.	Regal Dining Chair	19"W x 23"D x 38"H	\$236.50	\$307.50	\$	-
14233-0016	10 lbs.	Sonic Chair	20"W x 21"D x 32"H	\$168.00	\$218.50	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$199.25	\$259.00	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$168.00	\$218.50	\$	-
<b>Bar Tables (Pg. 18 &amp; 19)</b>							
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$298.75	\$388.50	\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$307.25	\$399.50	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$298.75	\$388.50	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$307.25	\$399.50	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$298.75	\$388.50	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$307.25	\$399.50	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$298.75	\$388.50	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$307.25	\$399.50	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$298.75	\$388.50	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$307.25	\$399.50	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$298.75	\$388.50	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$307.25	\$399.50	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$337.25	\$438.50	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$298.75	\$388.50	\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$463.25	\$602.25	\$	-
99-05245-20	28 lbs.	Spectrum Bar Table - Red	24"Square x 42"H	\$322.75	\$419.50	\$	-
99-05245-21	28 lbs.	Spectrum Bar Table - Blue	24"Square x 42"H	\$322.75	\$419.50	\$	-
99-05245-18	28 lbs.	Spectrum Bar Table - Purple	24"Square x 42"H	\$322.75	\$419.50	\$	-
99-05245-19	28 lbs.	Spectrum Bar Table - Green	24"Square x 42"H	\$322.75	\$419.50	\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$447.50	\$581.75	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$830.50	\$1,079.75	\$	-
<b>Café Tables (Pg. 20 &amp; 21)</b>							
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$298.75	\$388.50	\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$307.25	\$399.50	\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$298.75	\$388.50	\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$307.25	\$399.50	\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$298.75	\$388.50	\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$307.25	\$399.50	\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$298.75	\$388.50	\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$307.25	\$399.50	\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$298.75	\$388.50	\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$307.25	\$399.50	\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$298.75	\$388.50	\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$307.25	\$399.50	\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30"	\$337.25	\$438.50	\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$298.75	\$388.50	\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$463.25	\$602.25	\$	-
99-05036-20	25 lbs.	Spectrum Café Table - Red	24"Square x 29"H	\$322.75	\$419.50	\$	-
99-05036-21	25 lbs.	Spectrum Café Table - Blue	24"Square x 29"H	\$322.75	\$419.50	\$	-
99-05036-18	25 lbs.	Spectrum Café Table - Purple	24"Square x 29"H	\$322.75	\$419.50	\$	-



99-05036-19	25 lbs.	Spectrum Café Table - Green	24" Square x 29"H	\$322.75	\$419.50	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$712.75	\$926.50	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$956.50	\$1,243.50	\$	-
<b>Office Seating (Pg. 21 &amp; 22)</b>							
14136-0002	38 lbs.	Tamiri High Back Chair	25"W x 27"D x 45"H	\$376.75	\$489.75	\$	-
14176-0007	37 lbs.	Tamiri Mid Back Chair	27" Square x 39"H	\$331.25	\$430.75	\$	-
14128-0002	41 lbs.	Tamiri Guest Chair	25"W x 26"D x 37"H	\$307.25	\$399.50	\$	-
14136-0081	40 lbs.	Accord High Back Chair - Black	25" Square x 44"H	\$470.50	\$611.75	\$	-
14136-0010	40 lbs.	Accord High Back Chair - White	25" Square x 44"H	\$470.50	\$611.75	\$	-
14250-0013	36 lbs.	Goal Task Chair - Arms	25" Square x 39"H	\$252.00	\$327.50	\$	-
14250-0014	38 lbs.	Goal Task Chair Armless	21"W x 25"D x 39"H	\$229.25	\$298.00	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$267.50	\$347.75	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$252.00	\$327.50	\$	-
<b>Conference Tables (Pg. 22 &amp; 23)</b>							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$416.50	\$541.50	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$416.50	\$541.50	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$744.00	\$967.25	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$744.00	\$967.25	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$744.00	\$967.25	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$799.25	\$1,039.00	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$799.25	\$1,039.00	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$799.25	\$1,039.00	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$916.75	\$1,191.75	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$916.75	\$1,191.75	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$916.75	\$1,191.75	\$	-
<b>Office Furniture (Pg. 23 &amp; 24)</b>							
14309-0001	125 lbs.	Computer Kiosk - Black	24" Square x 42"H	\$612.00	\$795.50	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24" Square x 42"H	\$612.00	\$795.50	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$549.50	\$714.25	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$626.50	\$814.50	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$588.00	\$764.50	\$	-
14029-0091	56 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$588.00	\$764.50	\$	-
14072-0039	200 lbs.	Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$549.50	\$714.25	\$	-
14083-0117	290 lbs.	Genoa Executive Desk	72"W x 36"D x 29"H	\$650.50	\$845.75	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza	66"W x 20"D x 29"H	\$549.50	\$714.25	\$	-
05088-0365	70 lbs.	Vivid Café Table - Square	42" Square x 30"H	\$511.25	\$664.75	\$	-
05088-0364	90 lbs.	Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$588.00	\$764.50	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$612.00	\$795.50	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$480.00	\$624.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$712.75	\$926.50	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$956.50	\$1,243.50	\$	-
<b>Metal File &amp; Storage Cabinets (Pg. 25)</b>							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$206.50	\$268.50	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$267.50	\$347.75	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$276.00	\$358.75	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$307.25	\$399.50	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$276.00	\$358.75	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$276.00	\$358.75	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$337.25	\$438.50	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$337.25	\$438.50	\$	-
<b>Pedestals (Pg. 26)</b>							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14" Square x 42"H	\$409.25	\$532.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24" Square x 42"H	\$495.50	\$644.25	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18" Square x 42"H	\$456.00	\$592.75	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14" Square x 42"H	\$409.25	\$532.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14" Square x 36"H	\$346.75	\$450.75	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24" Square x 36"H	\$495.50	\$644.25	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14" Square x 36"H	\$346.75	\$450.75	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24" Square x 36"H	\$495.50	\$644.25	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14" Square x 30"H	\$322.75	\$419.50	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24" Square x 30"H	\$470.50	\$611.75	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18" Square x 30"H	\$331.25	\$430.75	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14" Square x 30"H	\$322.75	\$419.50	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24" Square x 42"H	\$612.00	\$795.50	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24" Square x 42"H	\$612.00	\$795.50	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16" Square x 44"H	\$337.25	\$438.50	\$	-
12091-0043	24 lbs.	London Pedestal	16" Square x 44"H	\$337.25	\$438.50	\$	-
<b>Miscellaneous Items (Pg. 27)</b>							
14189-0066	30 lbs.	Stanchion Chrome	41"H	\$94.75	\$123.25	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$49.25	\$64.00	\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$229.25	\$298.00	\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$229.25	\$298.00	\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$236.50	\$307.50	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$424.75	\$552.25	\$	-
<b>Lighting (Pg. 27)</b>							
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$208.75	\$271.50	\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$152.50	\$198.25	\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$208.75	\$271.50	\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$152.50	\$198.25	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$213.50	\$277.50	\$	-

**DO NOT MAIL ORDER FORM - Email Form ONLY**

Please make payments payable to: AEX/Texas EXPO  
 3089 English Creek Avenue,  
 Egg Harbor Township, NJ 08234

<b>Total Product</b>	\$	-
<b>Late Fee %</b>	\$	-
<b>Sub Total</b>	\$	-
<b>Sales Tax %</b>	\$	-
<b>Total Amount Due</b>	\$	-

<b>Company Name</b>	-	<b>Credit Card Type</b>			
<b>Street Address</b>		<b>Credit Card #</b>			
<b>City</b>		<b>Card Holder</b>			
<b>State</b>		<b>Expiration Date</b>		<b>Security Code</b>	
<b>Zip Code</b>		<b>Signature</b>			
<b>Name / Date of Show</b>					
<b>Booth Number</b>	-	<b>Date</b>			
<b>Contact Name</b>		<b>Email Address</b>			
<b>Contact Cell</b>		<b>Fax #</b>			
<b>Special Instructions:</b>					





CARPET RENTAL ORDER FORM



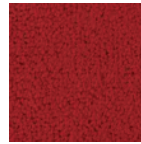
Blue



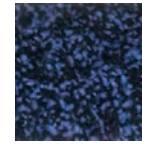
Black



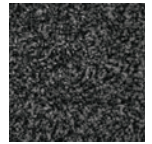
Gray



Red



Bluejay



Tuxedo

(actual colors may vary)

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

Description	Discount	Standard	Total
10' x 10'	\$238.00	\$ 333.25	\$ _____
10' x 20'	\$476.00	\$ 667.00	\$ _____
10' x 30'	\$714.00	\$ 999.75	\$ _____
10' x 40'	\$952.00	\$1,333.00	\$ _____

Please select standard or cut & lay carpet color:

Blue       Black  
 Gray       Red  
 Bluejay       Tuxedo

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)

Description	Discount	Standard	Total
_____sq. ft.	\$6.50	\$9.00	\$ _____

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

Description	Discount	Standard	Total
_____sq. ft.	\$8.50	\$12.00	\$ _____

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.



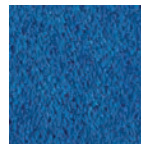
White



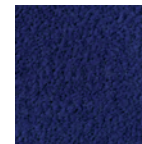
Ivory



Beige



Big Blue Top



Royal Blue



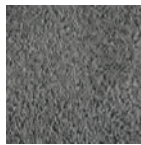
Navy Blue



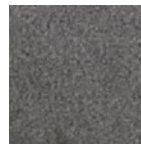
Red



Burgundy



Charcoal



Pewter Gray



Black



Emerald Green

(actual colors may vary)

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

Sq Ft.	Description	Discount	Standard	Total
_____	Padding	\$1.70 sq ft	\$2.42 sq ft	\$ _____
_____	Double Padding	\$3.40 sq ft	\$4.85 sq ft	\$ _____
_____	Plastic Covering	\$ .75 sq ft	\$1.07 sq ft	\$ _____

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%.

24-NJ1001-A

**The Briarwood - 10' Pop Up**  
**\$2,080.00**

**10' Pop Up Design Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) Back Wall Graphics

**Additional Options Available:**

Lighting and Carpet Padding



**The Crestwood - 3 Meter Hardwall**  
**\$3,396.50**

**Classic 3 Meter Hardwall Includes:**

- (1) 100 sq. ft. Standard Carpet
- (1) Header Graphic

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding

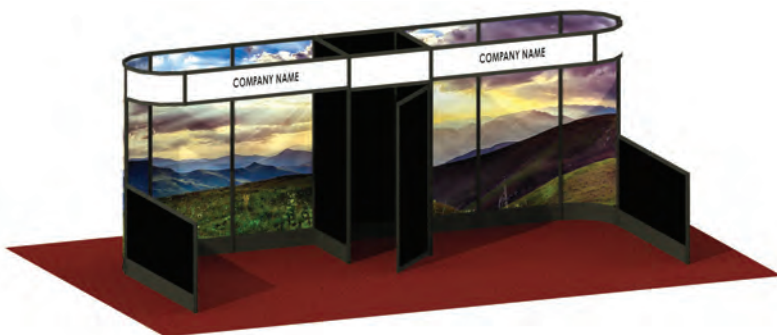
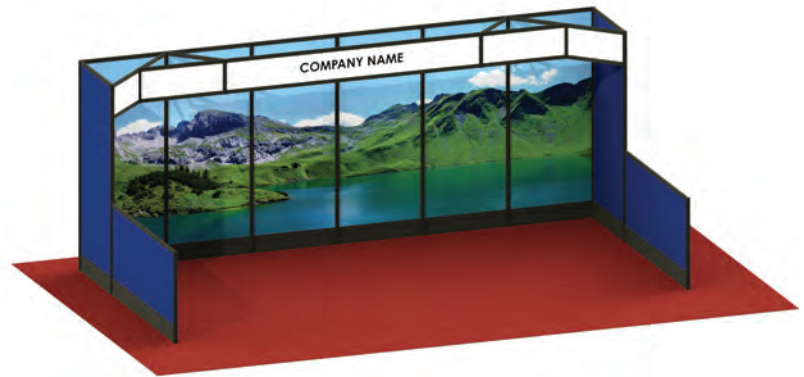
**The Frankford - 6 Meter Hardwall**  
**\$5,943.25**

**6 Meter Hardwall Design Includes:**

- (1) 200 sq. ft. Standard Carpet
- (1) Header Graphic

**Additional Options Available:**

Lighting, Back Wall Graphics, and Carpet Padding



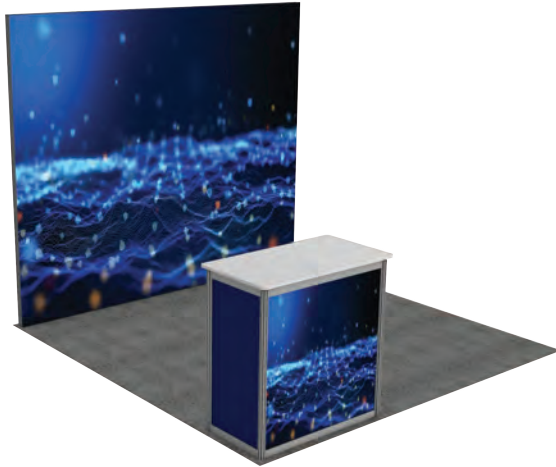
**The Magnolia - 6 Meter Hardwall**  
**\$6,368.00**

**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



### The Lakeview - 3 Meter Display

\$4,220.50

**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

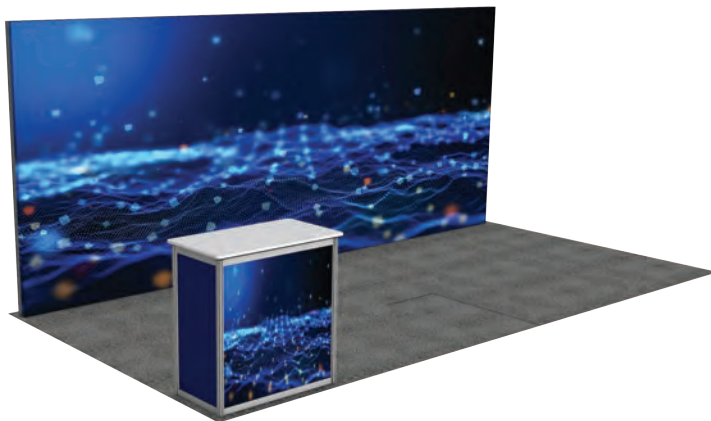
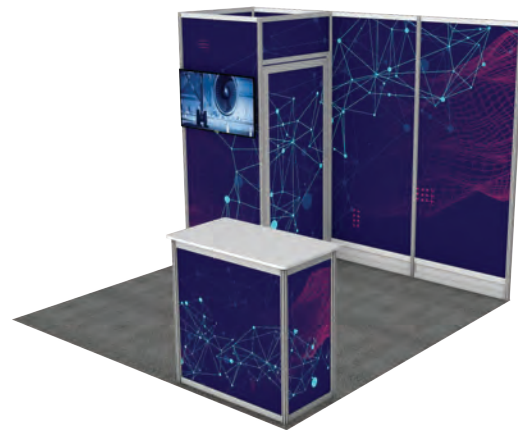
\$7,579.50

**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

\$7,218.75

**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

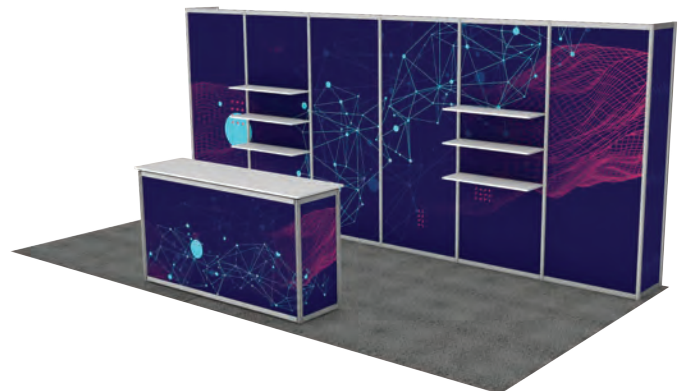
\$8,341.75

**6 Meter Fabric Display Includes:**

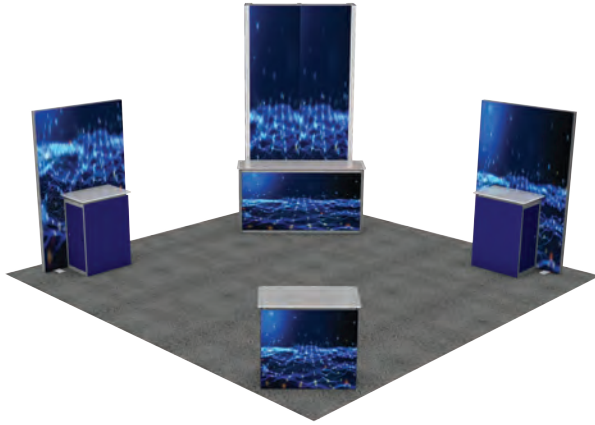
- (1) 200 sq. ft. Standard Carpet
- (6) Printed Backwall Panels
- (6) Shelves
- (1) Meter Cabinet

**Additional Options Available:**

Lighting, Graphics for Cabinet, and Carpet Padding







**The Ridgewood - 20' x 20' Open Concept Display**

\$15,636.75

**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**

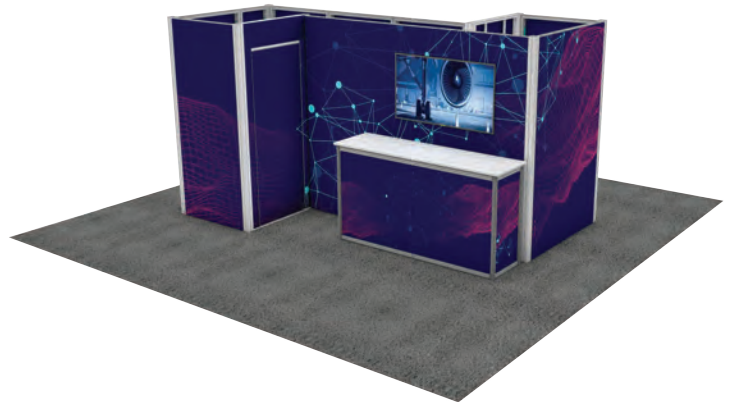
\$18,120.75

**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**

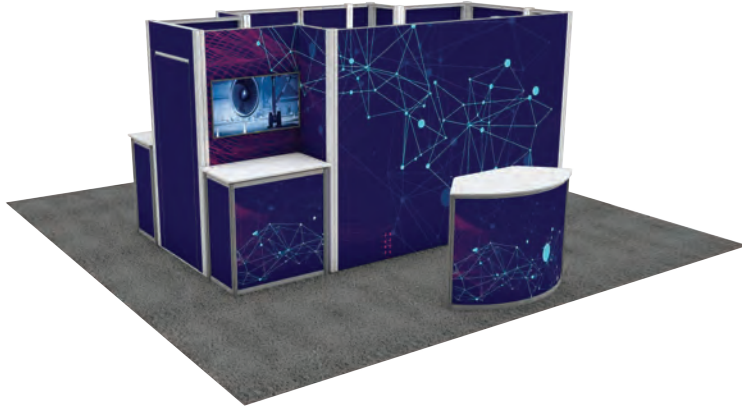
\$19,214.75

**20'x 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 @ \$ 47.00 each = \$ \_\_\_\_\_
- **Additional Hardware Shelves** Qty. \_\_\_\_\_ Shelves @ \$ 27.50 each = \$ \_\_\_\_\_
- **Slatwall Per Panel** Qty. \_\_\_\_\_ Slatwall @ \$186.50 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 @ \$ 57.00 each = \$ \_\_\_\_\_
- Qty. \_\_\_\_\_ Velcro panels @ \$ 93.50 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%.

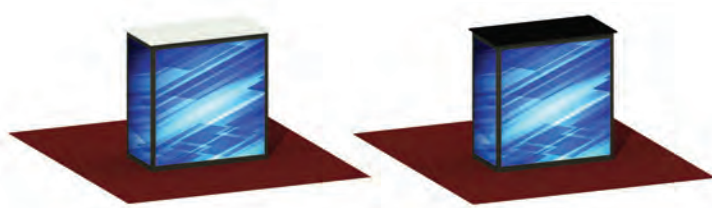
24-NJ1001-A

## Giving You More Options

Order Your Custom Counter

### Add Graphics for Additional Branding

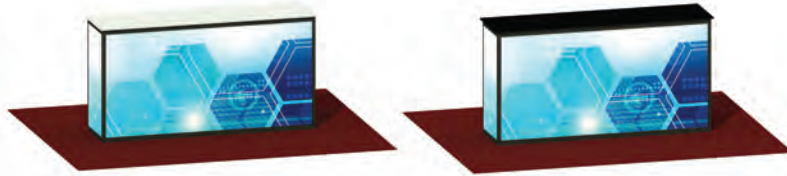
#### 1 Meter Square Counters



#### Curved Counters



#### 2 Meter Rectangle Counters



#### COUNTER OPTIONS

Description	Counter Size	Discount	Standard	Color Option	Quantity
1 Meter Square Counter	41" L x 42" H x 23" D	\$758.00	\$1,061.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
Curved Counter	45" L x 42" H x 22" D	\$915.25	\$1,281.25	<input type="checkbox"/> White <input type="checkbox"/> Black	_____
2 Meter Rectangle Counter	80" L x 42" H x 23" D	\$999.00	\$1,398.50	<input type="checkbox"/> White <input type="checkbox"/> Black	_____

#### CUSTOM GRAPHICS

Description	Graphic Size	Discount	Standard	Quantity
1 Meter Square Counter (Front Panel Only)	38 1/4" x 39"	\$276.50	\$359.50	_____
Curved Counter	60 3/4" x 39"	\$308.75	\$401.50	_____
2 Meter Rectangle Counter (Front Panel Only)	77 1/2" x 39"	\$560.00	\$728.00	_____
Side Panel (Per Panel)	18 1/2" x 39"	\$ 96.50	\$125.50	_____

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#: \_\_\_\_\_



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

Description	Discount	Standard	Qty.	Total
18" x 24" Foamcore, single-sided	\$116.00	\$162.50	_____	\$ _____
18" x 24" Foamcore, double-sided	\$203.00	\$284.25	_____	\$ _____
22" x 28" Foamcore, single-sided	\$165.75	\$232.00	_____	\$ _____
22" x 28" Foamcore, double-sided	\$290.00	\$406.00	_____	\$ _____
24" x 36" Foamcore, single-sided	\$232.50	\$325.50	_____	\$ _____
24" x 36" Foamcore, double-sided	\$407.00	\$569.75	_____	\$ _____
28" x 44" Foamcore, single-sided	\$331.75	\$464.50	_____	\$ _____
28" x 44" Foamcore, double-sided	\$580.50	\$812.75	_____	\$ _____

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

Description	Discount	Standard	Qty.	Total
Custom Banner Size (per sq. ft.)	\$25.50	\$35.75	_____	\$ _____

### CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	\$ _____

### 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 Signshop@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#: \_\_\_\_\_ 24-NJ1001-A



## 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

#### Circular Design



Size	Discount Rate	Standard Rate
10' x 36"	\$3,345.00	\$ 4,683.00
10' x 48"	\$4,462.50	\$ 6,247.50
15' x 36"	\$4,830.75	\$ 6,763.00
15' x 48"	\$6,609.75	\$ 9,253.75
20' x 48"	\$8,799.75	\$12,319.75

#### Square Design



Size	Discount Rate	Standard Rate
10' x 36"	\$ 4,242.25	\$ 5,939.25
10' x 48"	\$ 5,661.75	\$ 7,926.50
15' x 36"	\$ 6,280.00	\$ 8,792.00
15' x 48"	\$ 8,263.00	\$11,568.25
20' x 48"	\$10,875.50	\$15,225.75

#### Wave Design



Size	Discount Rate	Standard Rate
10' x 48"	\$2,679.25	\$3,751.00
15' x 48"	\$4,201.75	\$5,882.50
20' x 48"	\$5,738.00	\$8,033.25

#### Triangular Design



Size	Discount Rate	Standard Rate
10' x 48"	\$4,259.50	\$ 5,963.25
15' x 48"	\$6,389.75	\$ 8,945.75
20' x 48"	\$8,702.50	\$12,183.50

#### 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#: \_\_\_\_\_

24-NJ1001-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 Convention Services 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.

**UNCRATED:** 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 ORDER FORM

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

Shipments 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 with 3 columns: Description, Overtime In or Out, O.T. In / O.T. Out. Rows include A1 - ON TIME Crated or Skidded shipments and A2 - SPECIAL HANDLING.

C - \*Small Package Rates - A qualifying shipment totaling 3 pieces, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Weighing a total of 40 lbs. or less.....\$65.00

DIRECT - SHOW SITE SHIPMENTS - 200 LB. MINIMUM

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

Table with 3 columns: Description, Overtime In or Out, O.T. In / O.T. Out. Rows include B1 - ON TIME Crated or Skidded shipments and B2 - SPECIAL HANDLING.

C - \*Small Package Rates - 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 from the same shipper and same carrier. If combined weight exceeds 40 lbs. normal material handling rates will apply.....\$65.00

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 \$350.00 + \$50.00 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 \_\_\_\_\_ lbs. x \_\_\_\_\_ per cwt. = \$ \_\_\_\_\_

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%.

24-NJ1001-A

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)

**\$181.50** round trip

Cartload service includes one laborer, one cart, one 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/skids \_\_\_\_\_

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/skids \_\_\_\_\_

Total = \$ \_\_\_\_\_

The contractor will not be liable for loss or damage to crates and containers or their contents while they are in accessible storage. If secured/locked storage is required, please contact the contractor for rates and availability.



Show Name: New Jersey School Boards Association

Show Dates: October 22-23, 2024

Show Venue: Atlantic City Convention Center

Deadline to Receive Discount Pricing: Monday, October 7, 2024



ADVANCE/WAREHOUSE SHIPPING LABEL

# ADVANCE/WAREHOUSE SHIPPING LABEL



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

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER NO LATER THAN: MONDAY, OCTOBER 14, 2024**

**Receiving 9:00 AM - 3:00 PM, Monday-Friday; Check In by 2:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# ADVANCE/WAREHOUSE SHIPPING LABEL



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

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

**DELIVER NO LATER THAN: MONDAY, OCTOBER 14, 2024**

**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 22-23, 2024

Show Venue: Atlantic City Convention Center

Deadline to Receive Discount Pricing: Monday, October 7, 2024



DIRECT/SHOW SITE SHIPPING LABEL

# DIRECT/SHOW SITE SHIPPING LABEL



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

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER ONLY ON: **MONDAY, OCTOBER 21, 2024**

**BETWEEN 8:00 AM - 5:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# DIRECT/SHOW SITE SHIPPING LABEL



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

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER ONLY ON: **MONDAY, OCTOBER 21, 2024**

**BETWEEN 8:00 AM - 5:00 PM**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

Show Name: New Jersey School Boards Association

Show Dates: October 22-23, 2024

Show Venue: Atlantic City Convention Center

Deadline to Receive Discount Pricing: Monday, October 7, 2024



HANGING BANNER LABEL

# HANGING BANNER LABEL



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

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **MONDAY, OCTOBER 14, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

# HANGING BANNER LABEL



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

EXHIBITOR/COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: # \_\_\_\_\_

DELIVER NO LATER THAN: **MONDAY, OCTOBER 14, 2024**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**



"Delivering Freedom®"



# 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.**

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**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092  
email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

**LAS VEGAS | TORONTO**





# LibertyCFS NV, Inc.

A Veteran Owned Company  
Delivering Freedom


[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993 Fax: (905) 338-1092

## FREIGHT & CUSTOMS ORDER FORM

**1** Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs   
  Freight Only   
  Customs Only   
  Return Only

**2a** PICK-UP LOCATION

Company Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email \_\_\_\_\_ IRS/Tax ID# \_\_\_\_\_

**3** DELIVERY TO ADDRESS

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
 Show Name \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Onsite Contact \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**2b** SERVICES

P/U Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Hours \_\_\_\_\_  
 Dlv Date \_\_\_\_\_ Hours \_\_\_\_\_

Express   
  Economy LTL 7 - 10 Days   
  Int'l  
 Inside   
 Liftgate   
 Dock  
 Other \_\_\_\_\_

**4** RETURN TO

Check Box if the Return address is the same as 2a

Shipper \_\_\_\_\_  
 Address1 \_\_\_\_\_  
 Address2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 PU Date \_\_\_\_\_ Arrive by \_\_\_\_\_

**5** PACKAGE INFO

Carton(s)/Box  
 Vinyl Case(s)/Color  
 Wooden Crate(s)  
 Trunk(s) / On Wheels  
 Skid(s) - to contain # \_\_\_\_\_ of pieces




PCS	DIMENSIONS (L x H x W)	WGT
<b>TOTAL PIECES</b>		<b>TOTAL WEIGHT</b>

**6** VALUE

**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.

**Exclusion: Does not include TV(s)/Monitor(s)** **DECLARED VALUE** \_\_\_\_\_

**7** PAYMENT

Credit Card Information / Billing Address      

Credit Card Number \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date MM / YYY

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.

Address \_\_\_\_\_ Signature \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZipCode \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

Comments: Include any additional comments that will be helpful for the movement of freight and contents

**Print**

## ATLANTIC CITY

Trade shows and events held in **ATLANTIC CITY** 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 to 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 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.



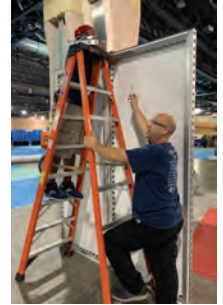
The Atlantic City Convention Center has set up a variety of Exhibitor Rights clauses to create a user friendly atmosphere.

*Exhibitors' full time personnel have the right to perform the following:*

- **Unload 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.



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

Install Labor     Dismantle Labor

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

Supervisor 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. The labor crew will not be sent to your booth without being signed out.
- 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

Install Labor     Dismantle Labor

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:**

		Discount	Standard
Straight Time - ST:	Monday - Friday, 8:00 AM - 4:30 PM	\$161.00 per hour	\$225.50 per hour
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$241.50 per hour	\$338.25 per hour
Double Time - DT:	Anytime on holidays	\$322.00 per hour	\$451.00 per hour

- 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.

	Start Date	Start Time	# of People	Approx. Hours	Total Hours	Hourly Rate	35% Supervision Fee	Estimated Total Cost
Installation						\$	\$	\$
Dismantle						\$	\$	\$

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.

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#: \_\_\_\_\_

24-NJ1001-A



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 14, 2024**



**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 14, 2024**. 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  
 Anytime Saturday/Sunday  
 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:  Square  Rectangle  Circle  Triangle  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**

**Discount**                      **Standard**  
 \$191.25 hr/person          \$267.75 hr/person

Straight time (8:00 am to 4:30 pm, Monday through Friday):  
 One (1) Hour minimum, One (1) hour increments there after

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

**OVERHEAD SIGN HANGING CREW**

**Discount**                      **Standard**  
 \$577.50 hr/crew              \$808.50 hr/crew

Straight time (8:00 am to 4:30 pm, Monday through Friday):  
 One (1) Hour minimum, One (1) hour increments there after

	Start Date	Start Time	Approx. Hours	Hanging Crew Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

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#: \_\_\_\_\_

24-NJ1001-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)**

Description	Discount	Standard	Qty.	Total
12" Silver Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Black Box Truss, per ft.	\$ 38.75	\$ 54.25	_____	\$ _____
12" Silver Corner Block	\$145.50	\$203.75	_____	\$ _____
12" Black Corner Block	\$145.50	\$203.75	_____	\$ _____
Design Fee, per hour	\$242.00	\$338.75	_____	\$ _____

Truss Details (Quantity & Size): \_\_\_\_\_

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

Description	Discount	Standard	Qty.	Total
One Ton Hoist/Chain Motor	\$823.00	\$1,152.25	_____	\$ _____
Half Ton Hoist/Chain Motor	\$726.25	\$1,016.75	_____	\$ _____
1/4 Ton Hoist/Chain Motor	\$435.50	\$ 609.75	_____	\$ _____
Rotating Motor 500 LB limit	\$774.50	\$1,084.25	_____	\$ _____
Rotating Motor 200 LB limit	\$435.50	\$ 609.75	_____	\$ _____

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%.

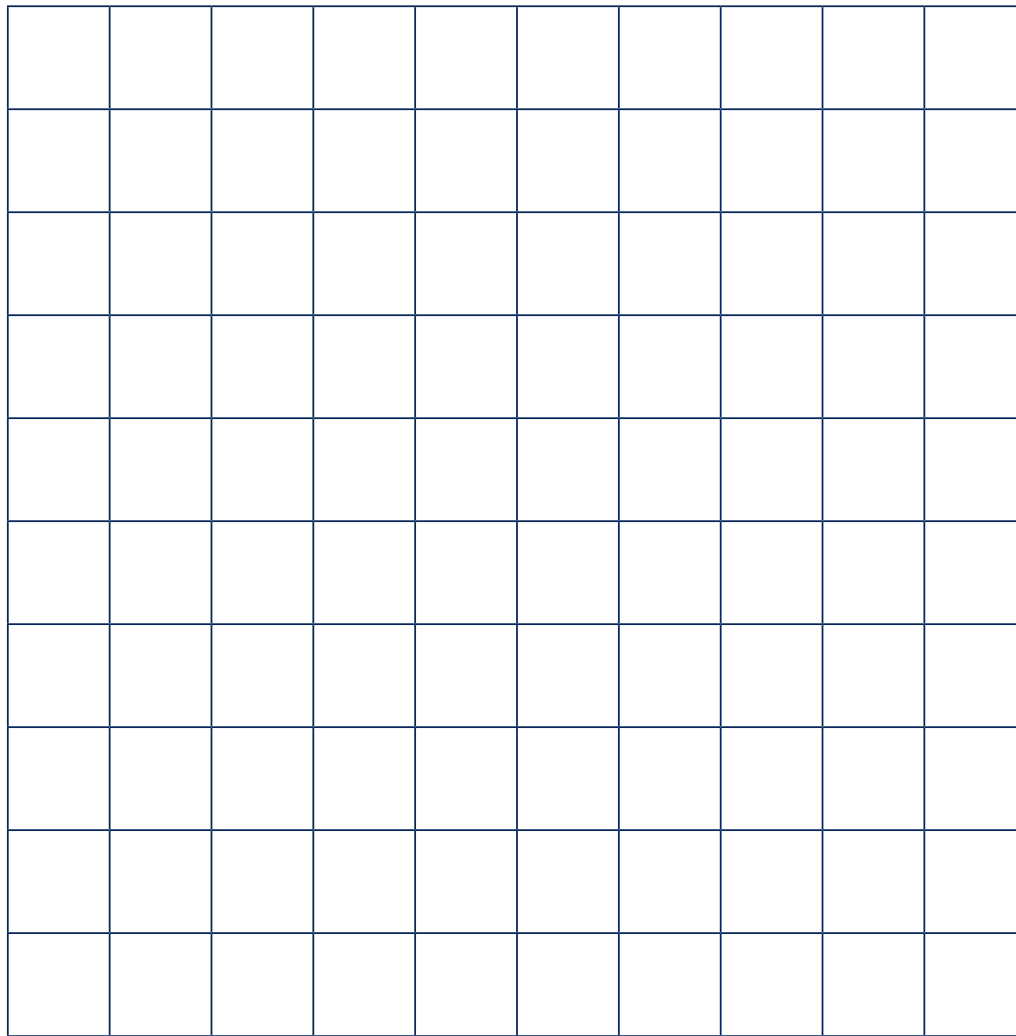
Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_



### 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.

Back of Booth



Booth:

Booth:

1 box = NaN square foot

Front of Booth

Number of feet from floor to top of sign: \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by the contractor or by your company representative, display house, independent or lighting contractor.

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_

### 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	\$ 577.50 hr/crew	\$ 808.50 hr/crew
Overtime - OT:	Monday - Friday, Before 8:00 AM, After 4:30 PM Anytime Saturday/Sunday	\$ 866.25 hr/crew	\$1,212.75 hr/crew
Double Time - DT:	Anytime on holidays	\$1,155.00 hr/crew	\$1,617.00 hr/crew

**Rigging Crew consists of a forklift and operator.**

Above rates are based on a 5,000 lb 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.

	Start Date	Start Time	Approx. Hours	Assembly/Disassembly Rate	Hourly Rate	Estimated Total Cost
Installation				\$	\$	\$
Dismantle				\$	\$	\$

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#: \_\_\_\_\_

24-NJ1001-A



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 Convention 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 Convention Services a month prior. No Request, addendum or substitutions received after the specified date will be considered.
2. AEX Convention 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 Convention 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 Convention 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 Convention 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 Convention 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 Convention Services service desk by 12:00 noon on the day before the meeting closes. AEX Convention 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.



Booth#

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: [16 digit grid]

Exp. Date: [MMYY grid]

M M Y Y

\*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 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.

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.

An Authorized Signature is required for orders to be processed

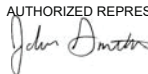
You and your organization agree to all terms and conditions on the front and back of all forms, including the contractor Limits & Liabilities and Terms & Conditions.

Sign Here

X

Authorized Signature

AEX Convention Services, LLC 22-3125223 | Texas Exposition Services, LLC 27-2669260

<b>ACORD</b> 1. <b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE				
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE				
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone Number Fax Number:		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:				
COVERAGES 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY) 7.	POLICY EXPIRATION DATE (MM/DD/YY) 8.	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/0/23	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGRREGATE \$2,000,000 PRODUCTS-COMP/OP AGG \$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/23	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident) AUTO ONLY-EA ACCIDENT OTHER THAN \$ \$ AUTO ONLY: \$ \$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>					
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/23	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$ \$ \$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/23	X WC STATU- ORY LIMITS OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE -POLICY LIMIT \$1,000,000	
D	OTHER				Each Occurrence & Aggregate	
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS (Show Management), AEX Services (Official Service Provider), the (Facility), and (Show) are hereby named as additional insured, except for Workers' Compensation. (Show Management) and/or the signor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects 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	
6. AEX Services 3089 English Creek Ave Ste. A Egg Harbor Township, NJ 08234				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 		
				10.		

- PRODUCER: Name, address and phone number of insurance carrier.
- INSURED: Company name, address, phone number and booth number of company insured.
- 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.
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME OF ADDITIONAL INSUREDS: (Show Management), Texas Exposition Services (Official Service Provider), (Show) and the(Facility) as additional insureds on a primary and non-contributory basis. Show dates are (00/00/0000).
- CERTIFICATE HOLDER: (SHOW MANAGEMENT), ADDRESS:
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.





SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	
<b>Order Online at <a href="http://www.accenter.com">www.accenter.com</a></b> <b>Deadline for advance rate is 15 days prior to show opening</b>			

**ELECTRICAL SERVICE ORDER FORM**

QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>120V LIGHTING &amp; UTILITY OUTLETS</b>				
	Up to 1000 watts	\$140.00	\$200.00	
	Up to 2000 watts	\$160.00	\$240.00	
<b>208V 1<math>\phi</math> MOTOR AND EQUIPMENT OUTLETS</b>				
	20 Amp	\$320.00	\$480.00	
	30 Amp	\$390.00	\$585.00	
	60 Amp	\$680.00	\$1020.00	
	100 Amp	\$845.00	\$1270.00	
	200 Amp	\$1320.00	\$1990.00	
<b>208V 3<math>\phi</math> MOTOR AND EQUIPMENT OUTLETS</b>				
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	
<b>LIGHTS</b>				
	Stem Lights	\$100.00	\$130.00	
	Single 120 W Flood	\$105.00	\$150.00	
	Double 120 W Flood	\$135.00	\$205.00	
	Overhead Quartz	\$355.00	\$540.00	
Specialty Lighting Available. Call for details.			1. SUB TOTAL	\$
			2. SALES TAX 6.625%	\$
			3. TOTAL	\$

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

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**120 V CONNECTIONS**

- Two outlets per connection.
- If you require 24 hour power please note with an (\*). Please add 50% to the total.

---

**208 V CONNECTIONS**

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

---

**LIGHTS**

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

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

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

ONE TIME \_\_\_\_\_ Vacuum carpet before initial opening of event **Advance Rate 30¢/sq. ft.** **Regular Rate 42¢/sq. ft.**

DAILY \_\_\_\_\_ Vacuum carpet before initial opening of event and daily thereafter **Advance Rate 25¢/sq. ft.** **Regular Rate 37¢/sq. ft.**

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 \$** \_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Holders Name \_\_\_\_\_ Card Holders Signature \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

## 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 set 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.





SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

**Order Online at [www.MeetAC.com](http://www.MeetAC.com)**  
**Deadline for advance rate is 15 days prior to show opening.**

**PLUMBING SERVICE ORDER FORM**

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>COMPRESSED AIR LINES</b>				
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	Add'l Connections	\$95.00	\$150.00	
<b>WATER LINES</b>				
	1/4" Water Line	\$160.00	\$245.00	
	3/8" Water Line	\$190.00	\$285.00	
	1/2" Water Line	\$215.00	\$295.00	
	3/4" Water Line	\$245.00	\$325.00	
	Add'l Connections	\$95.00	\$150.00	
<b>DRAIN LINES</b>				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
	Add'l Connections	\$95.00	\$150.00	
<b>NATURAL GAS LINES</b>				
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Add'l Connections	\$105.00	\$160.00	
<b>WATER FILL &amp; DRAIN</b>				
	Up to 100 Gallons	\$120.00	\$165.00	
	Add'l 100 Gallons	\$40.00	\$55.00	
				SUB TOTAL \$
				SALES TAX 6.625% \$
				TOTAL \$

**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 maybe 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.)**

Company Name _____	Phone Number _____
Credit Card # _____	Exp.Date _____ Sec. Code _____
Billing Address _____	City _____ State _____ Zip _____
Card Holders Name _____	Card Holders Signature _____
Contact Name _____	Email _____

## 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.





INTERNET | TELEPHONE



# ATLANTIC CITY

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT





Where  
TECHNOLOGY  
Meets HOSPITALITY

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## 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.





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office setting. She is looking at a laptop screen and holding a smartphone in her left hand. The background is a bright blue wall with geometric patterns.

**INTERNET**

A man in a white dress shirt and black tie is sitting at a desk, smiling as he looks at a computer monitor. He is pointing at the screen with his right hand. The background is a light blue wall.

**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.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	<b>\$895</b>	\$1,140	\$1,368
Additional Device	<b>\$185</b>	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

\* **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:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	<b>\$3,495</b>	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	<b>\$5,900</b>	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	<b>\$19,250</b>	\$24,060	\$28,872

**\*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 NOW 



Order online at:  
[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.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **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

ORDER NOW >



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

[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# 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.

### PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\*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:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)



# NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

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

**\* 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 NOW 



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

# FAQ

## Frequently Asked Questions

### 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.



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

### 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 CABLING?

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.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

## 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.”**

# ON-SITE WIRELESS SERVICES

## ATLANTIC CITY CONVENTION CENTER

### NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

#### EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

**1 day for \$79.99**  
**3 days for \$227.97**  
**5 days for \$359.95**

#### HOW TO CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

#### COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

#### HOW TO CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "AC Always On WIFI".

For questions regarding on-site wireless services, please call Smart City Networks at 609-449-3446. To order any other services we provide, please visit us online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com).



**ATLANTIC  
CITY**  
CONVENTION  
CENTER





Self-service option available through our online store – EventNow

### Step 1

Visit <https://eventnow.encoreglobal.com/myevents>

### Step 2

Search by Name or Date

### Step 3

Browse the catalog and 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

## IMPORTANT TIPS

- ❖ If you are **TAX EXEMPT**, please contact your Encore representative to place the order. ST-4 or ST-5 Form must be completed in full and included with order request prior to arrival
- ❖ All ST-4 or ST-5 forms must be addressed to the following:  
Encore Group (USA) LLC  
5100 N River Road  
Schiller Park, IL 60176
- ❖ 30% Discount will be offered up until two business days prior to exhibitor load in



# AV EXHIBITOR SERVICES KIT

## EventNow

offers a range of solutions for any exhibitor:

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

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Station
- LED Lighting
- Flipchart Packages



**Need assistance or products/solutions not offered on EventNow?**

**Call your on-site contact directly:**

**Shakuwra Garrett**  
Sales Manager  
[shakuwra.garrett@encoreglobal.com](mailto:shakuwra.garrett@encoreglobal.com)  
M 609-402-1530

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.

# LEAD RETRIEVAL 101

***How are you capturing and following up with all of the leads collected at your booth?***

*“Maximize your ROI by using ATS Lead Retrieval services.”*

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

.....

### **Why use event provided Lead Retrieval services?**

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 36 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device  
to capture leads  
*Just Point & Scan*

**MobilePlus™**



Large format  
device to capture  
leads  
*Just Point & Scan*

**iPad MiniPlus™**



Use your own  
device to capture  
leads  
*Just Point & Scan*

**LeadsPlus™ App**



**AMERICAN  
TRADESHOW SERVICES**





Atlantic City Convention Center  
Atlantic, NJ  
October 21-24, 2024



# LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, SEPTEMBER 20, 2024

**Click here to ORDER ONLINE**

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 36 months



Handheld  
"State of the Art"  
Honeywell Scanner

**MobilePlus™**



Use our iPad &  
our LeadsPlus  
Application

**iPad® Mini Plus™**



Use your own  
IOS or Andoid  
Devices

**LeadsPlus™ App**

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	\$ 369.00	\$ 419.00	_____	\$ _____
iPad Mini Plus	\$ 449.00	\$ 499.00	_____	\$ _____
LeadsPlus App (First License)	\$ 359.00	\$ 409.00	_____	\$ _____
LeadsPlus App (Additional License)	\$ 99.00	\$ 149.00	_____	\$ _____
<b>LeadsPlus App Bundles: (First License Included)</b>				
3 Pack	\$ 499.00	\$ 549.00	_____	\$ _____
6 Pack	\$ 799.00	\$ 849.00	_____	\$ _____
10 Pack	\$ 999.00	\$ 1049.00	_____	\$ _____

Mobile Plus Add-Ons:	Post Dis. Deadline			
Custom Survey	\$ 60.00	\$ 80.00	_____	\$ _____
Delivery & Setup	\$ 65.00	\$ 85.00	_____	\$ _____
Developer Kit	\$ 350.00	\$ 350.00	_____	\$ _____

**Click here to ORDER ONLINE**

Username: NJSBA2024 | Password: 9020

Sub-Total = \$ _____
Total Due (in US Funds)= \$ _____
3% Credit Card Surcharge= \$ _____

(PLEASE PRINT) BOOTH NO. \_\_\_\_\_

COMPANY \_\_\_\_\_  
 EMAIL(S) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP, COUNTRY \_\_\_\_\_  
 ORDER CONTACT \_\_\_\_\_  
 PHONE NO. \_\_\_\_\_  
 ONSITE CONTACT \_\_\_\_\_  
 ONSITE CELL PHONE \_\_\_\_\_

CREDIT CARD NO.:

\_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_ / \_\_\_\_\_  
 CARDHOLDER SIGNATURE: \_\_\_\_\_

Visit Us at: [www.american-tradeshow.com](http://www.american-tradeshow.com) Email Orders to: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)  
 Questions? Please call: 985-240-5507 Fax: 985-809-1888  
 Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

# ATLANTIC CITY

CONVENTION CENTER

An aerial photograph of Atlantic City, New Jersey, showing the beach, ocean waves, and the city skyline. The text 'Welcome TO ATLANTIC CITY!' is overlaid in a white, cursive font.

*Welcome*  
TO ATLANTIC CITY!

FOOD AND BEVERAGE  
EXHIBITOR KIT

 OVG Hospitality



*We are pleased to be the choice caterer in delivering your booth service needs. OVG 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 OVG 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 OVG 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.**

- Alcoholic beverages may not be brought onto the premises during any event.
- 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.
- 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 OVG 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. Any vendor requesting to provide samples greater than (4) ounces; nonalcoholic beverages and (2) ounces; food will be subject to a buyout fee of \$100 each. 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 samples 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 Sharon.Henschel@oakviewgroup.com

**FAX** - Office fax number is (609) 449-2416. All information faxed must be sent two weeks 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.

**OVG Hospitality**  
Atlantic City Convention Center  
One Convention Boulevard  
Atlantic City, NJ 08401  
Attn: Catering Sales



# SERVICES MENU

## BREAKFAST ITEMS

ASSORTED BREAKFAST BAKERY	\$40.00 / dozen
DONUTS	\$40.00 / dozen
BAGELS & CREAM CHEESE	\$40.00 / dozen

## REFRESHMENTS & BEVERAGES

FRESHLY BREWED COFFEE	\$52.00 / gallon
FRESHLY BREWED DECAFFEINATED COFFEE	\$52.00 / gallon
HOT WATER, SELECTION OF TEA	\$52.00 / gallon
FRESHLY BREWED ICED TEA	\$45.00 / gallon
12 OZ CANNED SODA (Coca Cola Brand)	\$3.00 each
20 OZ DASANI BOTTLED WATER	\$4.00 each
BOTTLED JUICE	\$4.00 each

## SNACKS

GRANOLA BAR	\$20.00 / dozen
ASSORTED CANDY BARS	\$35.00 / dozen
INDIVIDUAL BAGS OF CHIPS	\$30.00 / dozen
FRESH BAKED BROWNIES	\$36.00 / dozen
FRESH BAKED COOKIES	\$36.00 / dozen

## PARTY TRAYS

ALL TRAYS SERVE UP TO 50 PEOPLE

FRESH VEGETABLE TRAY	\$250.00 each
SEASONAL SLICED FRUIT TRAY	\$275.00 each
IMPORTED & DOMESTIC CHEESE	\$375.00 each

## WATER COOLER

ELECTRIC WATER COOLER	\$125.00 / day
Initial Setup includes Electric Cooler; Five Gallon Water Tank & Cups. <i>Not Included is Required Power of 110-volt/1000 watts connection.</i>	
WATER COOLER REFILL	\$30.00 each

## OTHER OPTIONS

ICE (7LB BAG)	\$15.00 per bag
COLD STORAGE	\$150.00 per day
MINI FREEZER OR REFRIGERATOR	\$125.00 per day
<i>Not Included is Required Power of 110-volt/1000 watts connection</i>	

## 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	\$120.00 per case
12 OZ BOTTLED WATERS	\$96.00 per case

*Have your own logo bottled 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 & CHEDDAR	\$24.95
Roasted Turkey Breast & Cheddar Cheese, Lettuce, Tomato, Cranberry Chutney   Country Brioche Bun	
TAVERN HAM & SWISS	\$24.95
Lettuce & Tomato, Whole Grain Honey Dijon   Pretzel Roll	
HOUSEMADE JERSEY TUNA	\$24.95
Tuna Salad (Albacore Tuna, Onion, Celery, Mayonnaise) Lettuce & Tomato   Onion Roll	
ITALIAN	\$24.95
Capicola, Genoa Hard Salami & Provolone Cheese Lettuce & Tomato   Classic Sub Roll	
OVG VEGETARIAN	\$24.95
Roasted Black Bean Hummus, Roasted Zucchini, Yellow Squash, Red Pepper, Tomato, Spring Mix   Spinach Wrap	

# SERVICES MENU

## POPCORN MACHINE

POPCORN MACHINE RENTAL	\$325.00 / per day
<i>Includes 12 Popcorn Kits and Unlimited Bags</i>	
<i>Not Included is Required Power of 110-volt/1000 Watts Connection</i>	
ADDITIONAL POPCORN KIT	\$6.50 each
POPCORN ATTENDANT	\$200.00 / 4 hrs

## SOFT PRETZEL WARMER

PRETZEL WARMER MACHINE RENTAL	\$150.00 / per day
<b>SUPER PRETZELS</b>   50/cs	\$225.00 per case
Served with Spicy & Yellow Mustard	
<i>Not Included is Required Power of 110-volt/1000 Watts Connection</i>	
ATTENDANT FEE	\$200.00 / 4 hrs

## KEURIG MACHINE

AQUA CAFÉ/KEURIG MACHINE	\$200.00 / per event
<i>Includes initial 5-gallon water tank</i>	
VARIETY BOX OF 22 K-CUPS	\$75.00 each
<i>Included PC condiments, 12oz cups, lids, stirrers, beverage napkins</i>	
ADDITIONAL 5-GALLON WATER	\$30.00 each
<i>Not Included is Required Power of 110-volt/1000 watts connection.</i>	

## 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
<i>Not Included is Required Power of 2000 watts (20amp) connection.</i>	

## 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
<i>Not Included is Required Power of 2000 watts (20amp) connection.</i>	

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



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Attn: Catering Sales



# BAR SERVICES MENU

## BARS

A Bartender is required for all Bar Services. Bartender fee is \$250 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

Space: Must have adequate space for bar setup within booth; can not block aisles.

## CONSUMPTION BARS

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

HOUSE COCKTAILS	\$9.00
HOUSE WINE	\$8.00
IMPORTED BEER	\$7.00
DOMESTIC BEER	\$6.00
SOFT DRINKS	\$5.00
BOTTLED WATER	\$4.00

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

## HOUSE BRANDS OFFERED

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'Douls Non-Alcoholic  
House Wines: Canyon Road – Cabernet Sauvignon, Chardonnay, White Zinfandel

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

## CASH BARS

Beverages are available for guest purchase.  
Prices are Tax Inclusive

HOUSE COCKTAILS	\$10.00
HOUSE WINE	\$9.00
IMPORTED BEER	\$8.00
DOMESTIC BEER	\$7.00
SOFT DRINKS	\$6.00
BOTTLED WATER	\$5.00

## HOW TO SUBMIT ORDER AND / OR APPLICATION

**EMAIL** - Preferred method of receiving orders, email Sharon.Henschel@oakviewgroup.com

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Atlantic City Convention Center  
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Atlantic City, NJ 08401  
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\*\*\*Contact our catering team for additional catering options\*\*\*



# CATERING SERVICES ORDER FORM

COMPANY				CONTACT			
STREET ADDRESS							
CITY			STATE			ZIP CODE	
PHONE #				FAX #			
EMAIL ADDRESS							
SHOW NAME				BOOTH #			
ON-SITE AUTHORIZED CONTACTS				ON-SITE PHONE #			

DAY/DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QUANTITY	PRICE
<b>ESTIMATED SUBTOTAL</b>				
<b>23% MANAGEMENT CHARGE</b>				
<b>6.625% SALES TAX</b>				
<b>ESTIMATED TOTAL</b>				

**INSTRUCTIONS**

**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. All onsite show orders require a credit card guaranteed. Any balances will be applied to credit card on file.
3. Cancellations require a 72 hour notice to be eligible for a full refund.
4. All orders received within 72 hours of the show subject to an additional 15% surcharge.
5. OVG Hospitality may not be able to provide exact order requests within 72 hours. Comparable product may be offered.
6. 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.



CREDIT CARD NUMBER

EXPIRATION DATE

SIGNATURE

NAME AS IT APPEARS ON CARD

SECURITY CODE



## EXHIBITOR SAMPLING GUIDELINES

**The practice of exhibitors bringing in their own food or beverage is in direct conflict with the OVG Hospitality exclusive contract at the Atlantic City Convention.** Therefore, it is our policy that any exhibitor who is providing ANY food or non-alcoholic beverage items are required to notify OVG Hospitality in writing as to the nature of the proposed product giveaway (fees are applicable unless waived by OVG Hospitality or purchased through OVG 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. (IE: Company or Organization produces or sells in its normal day-to-day operations).

OVG Hospitality and the Atlantic City Convention 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 then be obtained from OVG 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 OVG Hospitality or purchased through OVG 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 OVG Hospitality union bartender to serve alcoholic beverages. Bartender fee is \$250.00 four hour minimum, \$35.00 for each additional hour. Samples are limited to (1) ounce of beer or wine, 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 OVG 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.



# SAMPLING AUTHORIZATION FORM

Deadline: 30 Days Prior to Event

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. MUST PROVIDE CERTIFICATE OF INSURANCE FOR APPROVAL.**

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:

Sharon Henschel  
Director of Catering Sales & Marketing | OVG Hospitality  
Atlantic City Convention Center  
One Convention Boulevard | Atlantic City, NJ 08401  
Phone: 609.449.2058 | Fax: 609.449.2416 | Email: Sharon.Henschel@oakviewgroup.com