



**SMG**  
**Exposition Services**

355 Plaza Drive • Secaucus, NJ 07094  
201.330.8227 • Fax: 201.330.1586

Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for the **15th ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW** to be held at the **Meadowlands Exposition Center, WEDNESDAY & THURSDAY, MAY 6-7, 2009.**

Enclosed are order forms for rentals and services available at the show as well as information from other companies which may be helpful.

Please note the following details:

**Advance Order Pricing:** is available at a substantial savings over on-site pricing if full payment including 7% sales tax is received by:

**APRIL 28, 2009**

**Orders received without full payment including 7% tax will not be processed**

**SORRY, NO EXCEPTIONS WILL BE MADE.**

**Freight Shipments** sent to either our Advance Warehouse or directly to our loading dock **require a credit card to be on file in our office** before shipments can be accepted.

**PAYMENT AND ORDER SUMMARY FORM:** This form is required with all orders. If paying by credit card, or shipping freight, please also complete the credit card information in the space below your order summary. Orders received without full payment, **INCLUDING 7% SALES TAX** will not be processed.

**NOTE:** Electric, Audio Visual and Telephone Service forms included in this packet **are from other companies.** All such **orders must be placed with the individual companies.**

**FURNITURE/ACCESSORIES RENTAL ORDER FORM:** Use this form to order items in addition to what is included with your booth package.

**Booth Package includes:**

**10' X 10' Booth (Grey and White)**  
**(1) Draped Table**  
**(2) Chairs**  
**(1) Wastebasket**  
**(1) Exhibitor I. D. Sign**  
**Red Aisle Carpet**

**LABOR ORDER FORM:** Use this form to order labor to set-up and dismantle your exhibit, indicating the number of laborers, and estimated time required. *The Meadowlands Exposition Center is a union hall. Please read the enclosed Union Regulations sheet for specific details concerning labor regulations. Exhibitors who intend to use an outside I & D House may only provide a supervisor at the Meadowlands Exposition Center, and must submit the "Notification of Intent to Use Exhibitor Hired Contractor" form, along with the proper Certificate of Insurance, 30 days prior to the move-in date.*

**MATERIAL HANDLING INFORMATION/RATE FORM:** The Meadowlands Exposition Center cannot receive advanced shipments. Direct shipments to the Exposition Center **will be refused if sent prior to the exhibitor move-in date.**

All advanced Shipments must be sent PREPAID to our Advance Warehouse. The appropriate addresses and rates per hundred weight (Minimum 200#) are listed on this form. **A credit card is required to be on file in our offices for freight to be accepted. (See payment/order summary form for charge authorization.)**

**GROUND OR AIR SERVICE:** *UPS Freight* is our chosen carrier. A representative will be on-site to answer questions, and to arrange ground shipments.

Please note that rental prices include: Use of materials for the entire duration of the show, delivery to your booth, and pick up at the close of the event. All materials are to remain the sole property of SMG Exposition Services.

**MOVE IN DATES/HOURS**

Tuesday May 5, 2009 11:00 am to 7:00 pm

**SHOW HOURS**

Wednesday May 6, 2009 9:30 am to 3:30 pm

Thursday May 7, 2009 9:30 am to 3:00 pm

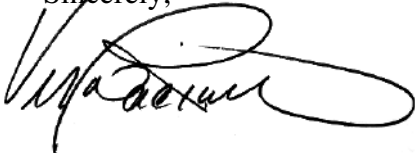
**MOVE OUT DATES/HOURS**

Thursday May 7, 2009 3:00 pm to 7:00 pm

**If drivers have not checked in at the Service desk by 4:00pm, freight will be forced onto common carrier.**

Please feel free to contact our office staff at (201) 330-8227 if you have any questions.

Sincerely,



Vera Jacimovic  
Exhibitor Services Coordinator



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**SMG EXPOSITION SERVICES**

**UNION REGULATIONS**

**ALL CONTRACTED LABOR FALLS UNDER THE JURISDICTION OF I.A.T.S.E. LOCAL 59 THROUGH SMG EXPOSITION SERVICES. EXHIBITORS MAY SET UP AND DISMANTLE THEIR OWN DISPLAYS, IF WORK CAN BE COMPLETED WITHIN (1) HOUR WITHOUT THE USE OF POWER TOOLS BY A FULL TIME EMPLOYEE OF THE EXHIBITING COMPANY.**

**EXHIBITORS MAY HANDLE THEIR OWN MATERIALS SUBJECT TO THE FOLLOWING:**

**IF MATERIALS CAN BE HAND CARRIED AND/OR WITH THE USE OF A (2) WHEEL HAND CART IN (4) TRIPS OR LESS THROUGH DESIGNATED DOOR.**



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**NOTIFICATION OF INTENT TO USE  
EXHIBITOR HIRED SERVICE CONTRACTOR**

The Meadowlands Exposition Center has selected *SMG Exposition Services* as the Exclusive Contractor. If your company plans to use a firm who is not the Exclusive Service Contractor, i.e., not *SMG Exposition Services*, please complete this form and mail to the address listed below.\*

*The Meadowlands Exposition Center is a Union Hall. The Exhibitor Hired Service Contractor may provide (1) supervisor only. All labor must be ordered through SMG Exposition Services.*

Company Name \_\_\_\_\_ Booth No. \_\_\_\_\_

Contact at Show: \_\_\_\_\_

Exhibitor Hired Service Contractor: \_\_\_\_\_

Address of Hired Service Contractor: \_\_\_\_\_

Telephone Number of Hired Service Contractor: \_\_\_\_\_

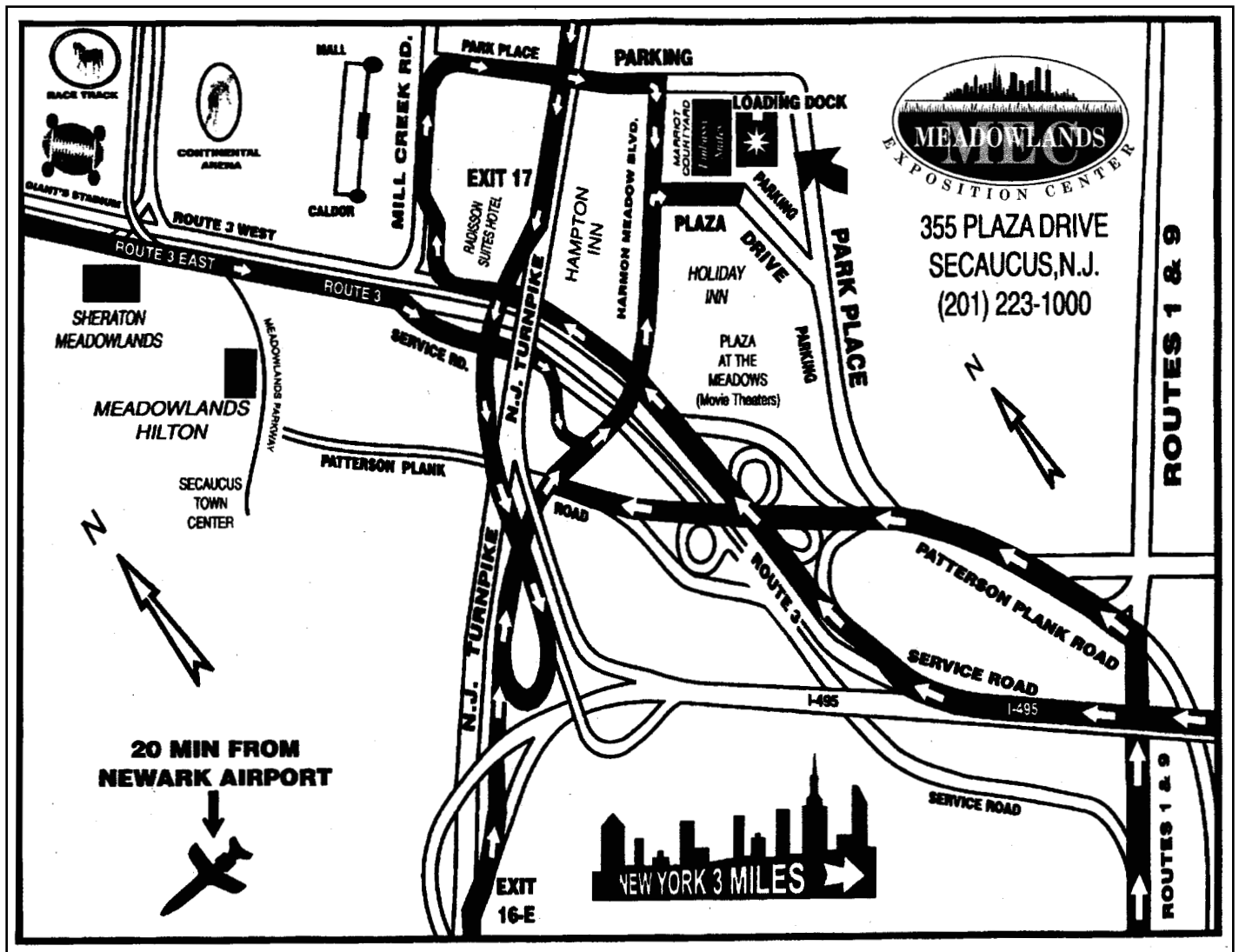
Fax Number of Hired Service Contractor: \_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

It is your responsibility to inform your Exhibitor Hired Service Contractor that they are required to send a copy of General Liability Insurance Certificate no later than 30 days prior to show date. If the Exhibitor Hired Service Contractor fails to do so, they will not be permitted to service your exhibit. It is the responsibility of the exhibitor to see that each representative of the Exhibitor Hired Service Contractor abides by the official rules and regulations of this event.

This form must be received no later than: ***April 6, 2009***

**Return to: SMG Exposition Services  
355 Plaza Drive  
Secaucus, NJ 07094**



## DIRECTIONS TO THE MEADOWLANDS EXPOSITION CENTER

### 1) FROM NORTH (RTS. 80 & 95 & GEORGE WASHINGTON BRIDGE):

Take NJ Turnpike South. When it divides, use the Eastern Spur, towards the Lincoln Tunnel. Take Exit 17, stay right towards Secaucus immediately after paying toll. Go straight through traffic light and over bridge. You are now on Harmon Meadow Blvd.

Go to first light and turn unto Plaza Drive. Exposition Center is on your left.

### 2) FROM SOUTH (NEWARK AIRPORT):

Take NJ Turnpike North. When it divides, use the Eastern Spur, towards the Lincoln Tunnel. Take Exit 16E. After the toll booths, stay left towards Secaucus. Go straight through traffic light and over bridge. You are now on Harmon Meadow Blvd. Go to first light and turn right to Plaza Drive. Exposition Center is on your left.

### 3) FROM LINCOLN TUNNEL:

Stay on main road (495) to Rt. 3 West. Do not take the Turnpike. Keep right on Route 3 to service road. Take 2nd Exit for Millcreek Mall (Millcreek Drive at Exxon Station). Caldor's and Millcreek Mall will be on your left. At second stop sign turn right to first light. Make a left and Exposition Center is on your left.

### 4) FROM WEST (RT. 3 EAST):

Take Secaucus Exit on right (service lane). Go under the overpass and exit at Harmon Meadow Blvd. & Plaza at the Meadows. You will be on Harmon Meadow Blvd. Go to first light and make a right. Exposition Center is on your left.

### 5) FROM JERSEY CITY (RTS 1 & 9):

Take it North. Go left on Paterson Plank Road & Harmon Meadow Blvd. Exit. Turn right on Harmon Meadow Blvd., NOT HARMON MEADOW PLAZA! Go to first light, turn right – Exposition Center is on your left.

### 6) FROM GARDEN STATE PARKWAY:

NORTH: Take Exit 153 to Route 3 East. Follow as above #4.  
SOUTH: Take Exit 153A to Route 3 East. Follow as above #4.

### 7) MASS TRANSPORTATION

Plaza at the Meadows has regular bus service via NJ TRANSIT BUS 320 from NY Port Authority Bus Terminal. Bus #320 has a stop in front of the Exposition Center to go to the NY Port Authority.





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## Material Handling Information/Rate Schedule

SMG Exposition Services has been designated the official drayage contractor, and is responsible for receiving, unloading, warehousing, delivering shipments to the booth, storing of empty crates, reloading and processing of all exhibitors freight shipments.

**SHIPMENTS:** All shipments must be PREPAID. Collect shipments will not be accepted. All shipments should be made out on a straight bill-of-lading and include the number of pieces, weights and classification of the shipment. Heavy items which require special handling or care, please forward to SMG Exposition Services, detailing handling instructions and weight involved. Shipments arriving prior to the official move-in time must be consigned to the advance warehouse as the exhibit hall has no provision for accepting or handling freight prior to the scheduled move-in date. Warehouse shipments should be scheduled to arrive no later than five days prior to move-in. Shipments received without an official weight ticket will be estimated by SMG Exposition freight handlers upon arrival.

### Where to Ship

SMG Exposition Services will not be responsible for shipments delivered to wrong booth due to improper labeling by exhibitor.

### Advance Warehouse Shipments:

Shipments will not be accepted before exhibitors move-in date.

### Deadline Date: April 28, 2009

### \*\*NOTE\*\*

See rates per 100# listed below to calculate drayage rate (200# minimum per shipment)\*

\*A Charge Authorization must be completed for freight to be accepted.

### Direct Shipments:

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG @ UPS Freight  
280 Moonachie Ave.  
Moonachie, NJ 07074

To: Name of Exhibitor and Booth #  
For: Event Name  
c/o SMG Exposition Services  
Meadowlands Exposition Center  
355 Plaza Drive  
Secaucus, NJ 07094

IMMEDIATELY UPON SHIPPING PLEASE FORWARD A COPY OF THE BILL OF LADING WITH THE CARRIERS PRO #

### Rate Schedule:

Advance shipping rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) and up to 30 days storage in advance of set-up date.
2. Delivery of materials to exhibitor's booth.
3. Removal of crates and containers from booth, placed in storage and returned to booth at the close of the show.
4. Assistance to exhibitors in tracing missing or delayed shipments. SMG Exposition Services will provide bills of lading, shipping/empty storage labels, and arrange for an outbound carrier service of our choice.
5. Removal of exhibitor shipments from booth and reloading same on outgoing carriers.

Direct Shipping Rates include the following services:

1. Receipt of shipments (crated, boxed or skidded materials) at the exhibit site.
2. Delivery of materials to exhibitor's booth, removal of crates and containers from booth, placed in storage and returned to booth at close of show.
3. SMG Exposition Services will provide bills of lading, shipping/empty storage labels and arrange for an outbound carrier of our choice.
4. Removal of exhibitor shipments from booth, and reloading same on outgoing carrier.

### Penalty Charges:

Late arriving shipments after show opens . . . . . \$7.00/cwt  
Off Target Charges . . . . . \$2.00/cwt

**Overtime:** Monday through Friday before 8:00 AM and after 4:30 PM; also anytime Saturdays, Sundays, and observed Union Holidays; and shipments where driver has not checked in before 2:30 PM. In and out rates are based on incoming weight only.

### Crated Shipments CWT=per 100 lbs.

#### Advance Shipping Rates:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$125.00
1001-over		\$122.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

#### Direct Shipping Rates:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$96.00
1001-over		\$93.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

### Special Shipping Rates/Uncrated or Van Lines:

Per Shipment		Per 100#
1-1000 lbs.	200# Minimum	\$125.00
1001-over		\$112.00

ST Two Way: Move In & Move Out / Mon-Fri / 8:00 am to 4:00 pm  
OT One Way: Move In OR Move Out / After 4:00 pm and all day Sat. or Sun.

Please see reverse side for further information on Material Handling.





## UPS Enterprise Trade Show Services

## Domestic Freight

### Simplified shipping solutions

#### Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

#### Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed<sup>®</sup> and time-definite expedited services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com).



### A complete range of services from the carrier you know and trust

#### Freight services:

- North American Ground and Air
- International Air, Ocean and Brokerage

#### Package services:

- Ground
- Air
- International

## UPS Enterprise Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)

### Full range of services

#### Expedited

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

#### Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

#### Package

- On-site coordination of package and freight shipping

### Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

<sup>4</sup> In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at [tl.upsfreight.com](http://tl.upsfreight.com) and any other applicable contract, as other restrictions may apply.

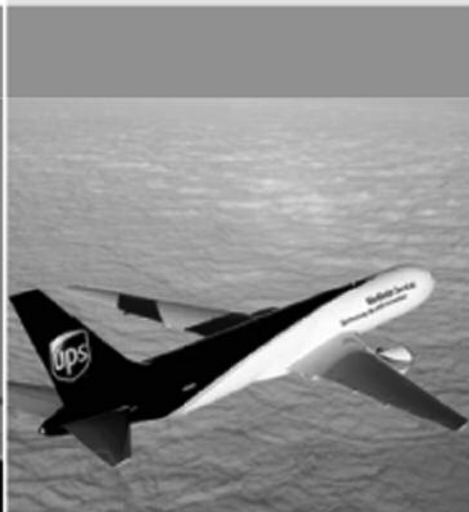


### Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

For more information, call 800.988.9889 option 1 or email us at: [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)

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## UPS Enterprise Trade Show Services

### UPS International Air Freight Services

We've made it easier than ever for you to send exhibit materials around the world, with a comprehensive portfolio of global air freight services that fit your time-in-transit needs.

We provide the ability to ship and track your freight door-to-door, right from your desktop, by using UPS technology and leveraging the strength of our entire network. UPS International Air Freight services allow you to control transportation needs, ensuring your materials arrive in time for the show.

### Customs Brokerage Services

When you're doing business across borders, it makes sense to work with a leader in the field.

With more than 80 years of experience and customs brokerage services in over 60 countries around the world, we can provide you with global coverage and reliable service, while helping you achieve compliance with your imports and exports. We file over four million Customs entries each year in the U.S. alone.

Our centralized Customs management facilities serve as a focal point for compliance and control within our network, providing 24/7 coverage in many locations. Centralized entry processing helps to increase your compliance rates, consistency, quality and ease of doing business. And our specialized clearance solutions focus on industry-specific issues.

Our customs brokerage experts assist in producing compliant entries time after time, efficiently moving your shipments through Customs and minimizing delays.



**A complete range of services from the carrier you know and trust**

#### Freight services:

- North American Ground and Air
- International Air, Ocean and Brokerage

#### Package services:

- Ground
- Air
- International

## UPS International Ocean Freight Services

When cost is your concern, UPS also provides extensive ocean freight coverage, including a global network of container freight stations. As one of the world's leading Non-Vessel Operating Common Carriers (NVOCC), we can provide full- and less-than-container load services that feature:

- Global network coverage — more than 1,000 facilities in over 180 countries
- Shipment tracking and proactive problem notification and resolution
- Frequent departures to meet your transit needs
- Reliability and adherence to scheduled departures
- Competitive pricing



### Tips for smoother trade show shipping

- Plan ahead to allow sufficient transportation lead time for critical checkpoints such as compliance clearance
  - Air Freight = 7 to 10 days lead time
  - Ocean Freight = 21 to 28 days lead time
- Certain commodities may be restricted for import into the United States. Please visit the United States Customs and Border Protection Web site at [http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited\\_restricted.xml](http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml) for more information
- Ensure that all necessary documentation is filled out properly and double check information for accuracy
- Shrink and palletize your shipment as much as possible
- Label multiple sides of your shipment using your shipping labels and show label

### Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

For more information, call 800.988.9889 option 2 (U.S. and Canada only) or email us at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)

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### Multimodal capabilities





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**Labor Order Form**

**Labor Rates and Hours (minimum of one hour):**

- Straight time hours** - All hours between 8:00 AM and 4:30 PM Monday through Friday
- Overtime** - All hours between 4:31 PM and 11:59 PM Weekdays and all hours Saturday
- Doubletime** - Sundays, Holidays and hours between 11:59 PM and 7:59 AM

	<b>Straight Time</b>	<b>Overtime</b>	<b>Double Time</b>
<b>Stagehand Labor:</b>	<b>\$80.65/labor hour</b>	<b>\$118.85/labor hour</b>	<b>\$159.14/labor hour</b>
<b>Aerial Lift Crew:</b>	<b>\$254.65/hr.</b>	<b>\$384.05/hr.</b>	<b>\$512.45/hr.</b>
<b>Forklift Crew:</b>	<b>\$222.80/hr.</b>	<b>\$334.20/hr.</b>	<b>\$445.60/hr</b>

**WORK AUTHORIZATION** - We will require labor according to the following schedule:

	<b># of Workers</b>	<b>Date</b>	<b>Time</b>	<b>Approx. Hours</b>
<b>Set Up Labor</b>				
<b>Dismantle Labor</b>				

**PLEASE INDICATE SERVICE DESIRED:**

- SUPERVISION BY SMG EXPOSITION SERVICES**

**SMG Exposition Services will install and dismantle exhibit (Exhibitor need not be present)**

To complete the work without your representative present, please forward all pertinent information with this order, including blueprints, set-up instructions, photographs and shipping information. Our charge for this service is 30% of the total labor bill with a \$30.00 minimum on installation and a \$30.00 minimum on dismantling.

Please provide an emergency phone number ( ) \_\_\_\_\_ Contact Name: \_\_\_\_\_

Return Shipping Instructions are as follows:

**Ship To:**

Name: \_\_\_\_\_ Address \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Attention: \_\_\_\_\_  
Via: \_\_\_\_\_ Prepaid \_\_\_\_\_ Collect \_\_\_\_\_

- SUPERVISION BY EXHIBITOR PERSONNEL**

Starting time can be guaranteed only in those instances where labor is ordered to start at 8:00 AM unless official set up time is later. It is the responsibility of the exhibitor to report to the service desk to sign labor in and out each day. **THERE WILL BE A ONE HOUR PER WORKER NO-SHOW CHARGE IF THE EXHIBITOR FAILS TO PICK UP MEN AT TIME ORDERED.**

**EXHIBITOR SUPERVISOR WILL BE:** \_\_\_\_\_

**Banding Service:** \$55.00 per pallet straight time and

**Shrink Wrap Service:** \$80.00 per pallet OT for either service.

**Please Print or Type**

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

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

**Summary of Services**

Set-Up = \$ \_\_\_\_\_  
Dismantle = \$ \_\_\_\_\_  
Supervision = \$ \_\_\_\_\_  
Forklift = \$ \_\_\_\_\_  
Other = \$ \_\_\_\_\_

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

**Please enter total on Order Summary Form.**



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**Carpet Rental Order Form**

**ADVANCED ORDER DEADLINE: April 28, 2009**

**ADVANCED ORDER PRICING:** Full payment, including sales tax, must be received by the deadline date. Orders received after the deadline date will be assessed at the *Onsite Price*. Orders received without payment will not be processed.

Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**Cut and Lay Carpet**

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

<i>Size</i>	<i>Quantity</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____ ft. x _____ ft. = _____ sq. ft.	x \$3.05/sq. ft. = \$ _____	x \$3.65/sq. ft. = \$ _____	

**Check color choice:**

- Blue       Teal       Burgundy       Red       Grey       Black

**Basic Booth Price**

Carpet cut in standard widths

Prices include: Taping of one aisle side

<i>Quantity</i>	<i>Size</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____	9' x 10' .....	\$143.20	\$ _____
_____	9' x 20' .....	\$249.30	\$ _____
_____	9' x 30' .....	\$355.35	\$ _____
_____	9' x 40' .....	\$461.45	\$ _____

Note: Variation in dye lot may occur when ordering more than one of the above.

**Check color choice:**

- Blue       Teal       Burgundy       Red       Grey       Black

**Basic Booth Price**

**Item**

Carpet Tape.....	_____ lin. ft. x \$0.90/sq. ft. = \$ _____
Carpet Padding.....	_____ ft. x _____ ft. = _____ sq. ft. x \$1.30/sq. ft. = \$ _____
Plastic Covering.....	_____ ft. x _____ ft. = _____ sq. ft. x \$1.15/sq. ft. = \$ _____
Logo Carpeting.....	Price Quoted upon Request

**Please Print or Type**

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

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

**Summary of Services**

Cut and Lay Carpet = \$ _____
Basic Booth Carpet = \$ _____
Carpet Accessories = \$ _____
<b>Total = \$ _____</b>

**Please enter total on  
Order Summary Form.**



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## Furniture/Accessories Rental Order Form

**ADVANCED ORDER DEADLINE: April 28, 2009**

**ADVANCED ORDER PRICING:** Full payment, including sales tax, must be received by the deadline date. **Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.**

**Note:** Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

### Draped Display Tables

Includes white vinyl top and pleated skirting on three sides

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$107.15	\$123.60	_____
_____	2' x 6' x 30" high	\$117.45	\$147.30	_____
_____	2' x 8' x 30" high	\$139.05	\$167.90	_____
_____	36" Pedestal x 30" high	\$ 80.35	\$ 92.70 (black)	_____
_____	2' x 4' x 42" high	\$139.05	\$175.10	_____
_____	2' x 6' x 42" high	\$147.30	\$182.35	_____
_____	2' x 8' x 42" high	\$152.45	\$197.80	_____
_____	36" Pedestal x 40" high	\$ 97.85	\$108.15 (black)	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White.  Plum

### Drape Fourth Side of Table

\_\_\_\_\_ 6' = \$22.70 \_\_\_\_\_ 8' = \$25.75

### Undraped Display Tables

Includes white vinyl top ONLY (no skirting)

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$48.45	\$58.75	_____
_____	2' x 6' x 30" high	\$53.60	\$63.90	_____
_____	2' x 8' x 30" high	\$60.80	\$75.20	_____
_____	2' x 4' x 42" high	\$60.80	\$73.15	_____
_____	2' x 6' x 42" high	\$70.05	\$80.35	_____
_____	2' x 8' x 42" high	\$75.20	\$90.65	_____

### Special Booth Draping

Show Mgmt. provides only standard drape for booth

Qty.	Size	Advanced Price	Onsite Price	Total
_____	3' high drape	\$ 8.25/lin. ft.	\$16.50/lin. ft.	_____
_____	8' high drape	\$11.35/lin. ft.	\$22.70/lin. ft.	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White  Plum

### Accessories

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Wastebasket	\$ 15.45	\$31.95	_____
_____	Coat Tree (adv. only)	\$ 22.70	_____	_____
_____	Easel	\$ 29.90	\$39.15	_____
_____	22" x 28" Sign Frame	\$ 39.15	\$52.55	_____
_____	Chrome Stanchion (adv. only)	\$ 31.95	\$36.05	_____
_____	Plush Rope 6' or 10' (adv. only)	\$ 21.65	_____	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$144.20	_____	_____
_____	Bag Rack (adv. only)	\$ 46.35	_____	_____
_____	Showcase (adv. only)	\$626.25	_____	_____

### Chairs

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Plastic Folding	\$21.65	\$26.80	_____
_____	Straight Chair	\$51.50	\$68.00	_____
_____	Black Padded Stool w/back	\$85.50	\$102.30	_____

### Table-Top Risers

Qty.	Type	Adv. Price	Onsite Price	Total
_____	4'x12" high	\$31.95	\$52.55	_____
_____	6'x12" high	\$38.15	\$62.85	_____
_____	8'x12" high	\$44.30	\$74.20	_____

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White.  Plum

### Additional Special Draping

*Skirting for Skids and Crates*

\_\_\_\_\_ ft x \$5.15/lin. ft. = \_\_\_\_\_, plus labor (see labor form)

*Draping Exhibitors' own Tables*

\_\_\_\_\_ 4' \$39.15 \_\_\_\_\_ 6' \$39.15 \_\_\_\_\_ 8' \$39.15 \_\_\_\_\_

**Check Color:**  Black  Blue  Teal  Gold  Green  
 Burgundy  Red  Grey  White.  Plum

### Please Print or Type

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

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

### Summary of Services

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

**Please enter total on  
Order Summary Form.**



**SMG**  
**Exposition Services**

355 Plaza Drive • Secaucus, NJ 07094  
201.330.8227 • Fax: 201.330.1586

*15th Annual NJ  
Accounting & Business Technology Show  
Wednesday-Thursday, May 6-7, 2009  
Meadowlands Exposition Center*

**Booth Cleaning Order Form**

**ADVANCED ORDER DEADLINE: April 28, 2009**

**ADVANCED ORDER PRICING:** Full payment, including sales tax, must be received by the deadline date. **Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.**

**SHOW MANAGEMENT PROVIDES SWEEPING OF AISLES ONLY.** You must order all cleaning that you require within your exhibit space. Individual cleaning of your booth may be ordered by checking the services desired.

**CHARGES ARE BASED UPON GROSS EXHIBIT BOOTH AREA.** The rates quoted are for performing the service one time only. Please indicate whether you require the service one time or daily during the show.

**Note:** Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

**VACUUMING BOOTH CARPET**

*Advanced Price*

*Onsite Price*

Under 500 sq. ft.	\$0.62/sq/ ft.	\$0.67/sq. ft.	(see below)
Over 500 sq. ft.	\$0.60/sq. ft.	\$0.65/sq. ft.	(see below)

**Number of days required:** \_\_\_\_\_ Once \_\_\_\_\_ Daily

**Booth Size\*:** \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = sq. ft. @ \$ \_\_\_\_\_ ft. = \$ \_\_\_\_\_ /day x \_\_\_\_\_ days = \$ \_\_\_\_\_ **Total**

\*gross exhibit area.

**PORTER SERVICE**

Monday-Friday 8:00 A.M. - 4:30 P.M.	\$41.20/hr. (one hour minimum)
Monday-Friday after 4:30 P.M.	\$49.50/hr. (one hour minimum)
Saturdays, Sundays and Holidays	\$55.65/hr. (one hour minimum)

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$41.20/hr. = \$ \_\_\_\_\_ **(sub) total = \$ \_\_\_\_\_**

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$49.50/hr. = \$ \_\_\_\_\_ **(sub) total = \$ \_\_\_\_\_**

Number of days required \_\_\_\_\_ x number of hours \_\_\_\_\_ x \$55.65/hr. = \$ \_\_\_\_\_ **(sub) total = \$ \_\_\_\_\_**

**Special Instructions:**

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

**Please Print or Type**

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

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

**Summary of Services**

Vacuuming = \$ \_\_\_\_\_  
Mopping = \$ \_\_\_\_\_  
Porter Service = \$ \_\_\_\_\_

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

**Please enter total on  
Order Summary Form.**



39 Bushwick Street • Melville, NY 11747  
 Tel (631) 472-OMNI • Fax (631) 427-OMNI  
 Email: omniflor@optonline.net

**THE TOTAL TRADE SHOW FLORIST**

15th Annual NJ Accounting &  
 Business Technology Show  
 Wednesday-Thursday, May 6-7, 2009  
 Meadowlands Exposition Center

CATEGORY TOTALS

A \$ \_\_\_\_\_

B \$ \_\_\_\_\_

C \$ \_\_\_\_\_

Payment in full  
 (including sales tax)  
 required prior  
 to the opening of the Show

DESIGN OFFERS

Make Checks payable To: Omni Flora, Inc.  
 1. \$ \_\_\_\_\_  
 2. \$ \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Tax (8.375%) \$ \_\_\_\_\_

Amount Due \$ \_\_\_\_\_

All prices include delivery, installation,  
 servicing, decorative containers and removal  
 at the end of show.

Booth# \_\_\_\_\_

Company Name \_\_\_\_\_

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

Address \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Payment:  Check/Cash  Mastercard  Visa  Amex

Card Number \_\_\_\_\_

Exp Date \_\_\_\_\_

Name (as it appears on card) \_\_\_\_\_

Signature (cardholder) \_\_\_\_\_

*Exhibitor shall not be entitled to a refund if the exhibit is cancelled, postponed or altered by the show management as a result of Act of God, strike, adverse weather conditions or for any reason whatsoever not within our control.*

*Items damaged or missing from exhibitor's booth are the responsibility of the exhibitor and additional charges will apply. All rental items are property of Omni Flora, Ltd.*

*There is a 25% service charge for orders cancelled after submission, for orders cancelled the last week prior to set-up, there will be no refunds.*

15th Annual NJ  
 Accounting & Business Technology Show  
 Wednesday-Thursday, May 6-7, 2009  
 Meadowlands Exposition Center

PLANTS - Category A

Qty	Size & Type of Plant & Trees	Rate	Total
	3' Plant Spath Dracena Palm	\$40	
	4' Plant Palm Ficus	\$50	
	5' Plant Palm Ficus Dracena	\$60	
	6' Plant Palm Ficus Dracena	\$70	

Please add \$20 for plants to be dressed with ivy, pothos & floral at the bottom of plants.

FLOWERING PLANTS, FERNS & IVY- Category B

Qty	Size & Type of Plant	Rate	Total
	Mum* White Yellow Lavender	\$20	
	Flowering Plant	\$25	
	Bromeliad*	\$30	
	Orchids*	\$55	
	Ferns/Ivy	\$25	

\*color & type pending seasonal availability

FLORAL ARRANGEMENTS - Category C

Qty	Size & Type of Plant	Rate	Total
	Small Vase For Counter	\$50	
	Large Vase For Counter	\$65	
	Conference / Coffee Table	\$65 \$100	
	Roses Preferred Color _____	\$6.50 each	
	Boutonnieres (each) Carnations Roses	\$6.00 \$8.50	

Option (vases): Black Clear  
 Option: Tropical Seasonal Standard Option: One Sided Full Round

SPECIAL REQUESTS - Category D

Bubble Balls - \$25 <input type="checkbox"/>	Plant Stands - \$45 <input type="checkbox"/>
White lights on any trees - \$25 <input type="checkbox"/>	
Choice of Container Black <input type="checkbox"/> or White <input type="checkbox"/>	
Balloon decorations upon request!	

On Site orders subject to availability

**Design Offer #1**

Special Price \$210  
 \$230 Value

- 2 - 4 Ft. Category A Plants
- 2 - 3 Ft. Category A Plants
- 2 - Flowering Plants

**Design Offer #2**

Special Price \$420  
 \$440 Value

- 2 - 6 Ft. Category A Plants
- 4 - 3/4 Ft. Category A Plants
- 2 - Boston Ferns
- 2 - Flowering Plants

Please Note: There will be a delivery charge based on the number of items requiring delivery on days that do not coincide with the set-up and dismantle dates of the show. Purchase orders must indicate payment in full in 30 days. Purchase orders in place of payment will be accepted only after the approval of Omni Flora, Ltd



# SMG Exposition Services

355 Plaza Drive • Secaucus, NJ 07094  
201.330.8227 • Fax: 201.330.1586

15th Annual NJ  
Accounting & Business Technology Show  
Wednesday-Thursday, May 6-7, 2009  
Meadowlands Exposition Center

## Sign Order Form

**ADVANCED ORDER DEADLINE:** *April 28, 2009*

**ADVANCED ORDER PRICING:** Full payment, including sales tax, must be received by the deadline date. **Orders received after the deadline date will be assessed at the *Onsite Price*.** Orders received without payment will not be processed.

**This order form should be used to order signs in addition to your booth identification.**

- One color lettering on white show card unless specified below.
- Allow 24 hrs. for delivery for on-site show orders.
- Add \$1.10/word over 10 words/sign.
- Add \$8.00 extra for non-white background.  
*(not available at show-site)*

### Lettering/Showcard Background Colors:

- add \$5.25/sign (see next box)

White (no extra charge), Light Green, Dark Green, Teal, Light Blue, Dark Blue, Black, Coral, Orange, Red, Burgundy, Buff, Yellow, Grey.

### Specify Colors:

Background \_\_\_\_\_

Lettering \_\_\_\_\_

### Prices:

Standard Size	Select Vert. or Horiz.	Advanced Price	Overtime Rush	Total
7" x 11"	V or H	\$ 40.71	\$ 56.77	_____
7" x 44"	V or H	\$ 51.42	\$ 78.28	_____
11" x 44"	V or H	\$ 62.13	\$ 99.62	_____
14" x 22"	V or H	\$ 72.84	\$125.33	_____
22" x 28"	V or H	\$101.76	\$142.47	_____
28" x 44"	V or H	\$117.83	\$171.39	_____
Color Showcard (ea.)		\$ 16.07		_____
Additional Words (ea.)		\$ 6.43		_____
Foamcore Sign		\$12.88/sq.ft.		_____
Blank Foamcore		\$ 2.14/sq.ft.		_____
Grommets		\$ 5.36/each		_____
<b>Banners</b>		<i>Price Upon Request</i>		_____
- unframed with grommets				
- min. size 16 sq. ft.				
<b>Logowork</b>				
- Logo scanning, graphic design \$77.25/hr.				

**SIGN TO READ AS FOLLOWS: (ATTACH ALL LOGOS, TRADEMARKS & COLOR SAMPLES)**

### Please Print or Type

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

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

### Summary of Services

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

**Please enter total on  
Order Summary Form.**



**SMG  
Exposition Services**

355 Plaza Drive • Secaucus, NJ 07094  
201.330.8227 • Fax: 201.330.1586

*15th Annual NJ  
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**Select Carpet Rental Order Form**

**ADVANCED ORDER PRICING:** Full payment, including sales tax, must be received by the deadline date. **Orders received without payment will not be processed.**

*Note:* Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 100% pick-up charge.

**DEADLINE DATE: April 28, 2009**

**Select Carpet**

Carpet cut specifically to fit your exhibit area

Prices include: Matching dye lot, laying, cutting, edge taping, and plastic covering to protect carpet during set-up

<i>Size</i>	<i>Quantity</i>	<i>Rental Price</i>	<i>Purchase</i>
_____ ft. x _____ ft. =	_____ sq. ft. x \$4.10/sq. ft. = \$ _____		x \$4.35/sq. ft. = \$ _____

**Check color choice:**

- |                                      |                                       |                                    |                                   |                                |                                     |
|--------------------------------------|---------------------------------------|------------------------------------|-----------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> White       | <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Blue Mist | <input type="checkbox"/> Creme    | <input type="checkbox"/> Black | <input type="checkbox"/> Grey Pearl |
| <input type="checkbox"/> Colony Blue | <input type="checkbox"/> French Beige | <input type="checkbox"/> Red       | <input type="checkbox"/> Charcoal | <input type="checkbox"/> Navy  | <input type="checkbox"/> Berry      |
| <input type="checkbox"/> Plum        | <input type="checkbox"/> Emerald      | <input type="checkbox"/> Peacock   | <input type="checkbox"/> Burgundy |                                |                                     |

**PLEASE NOTE:** ALL Select Carpet orders MUST BE RECEIVED in our Offices with Full Payment including 7% Sales Tax NO LATER than 30 Days prior to move in date.

**Please Print or Type**

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

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

To Eliminate any misunderstanding regarding charges for show rentals, services and/or material handling, it is the responsibility of the Exhibitor to report discrepancies at show site.

**NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING**

**Summary of Services**

Select Carpet = \$ \_\_\_\_\_

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

**Please enter total on  
Order Summary Form.**

# Electric Service Order Form - Standard

Return a copy with payment made out to:

## Meadowlands Exposition Center

355 Plaza Drive, Secaucus, NJ 07094  
 (201) 330-7773 - dial "0"  
 (201) 330-1172 - Fax

Name of Show <b>NJ Accounting &amp; Business Technology Show</b>	Dates of Show <b>May 6-7, 2009</b>	Booth #	Contact at Show
Exhibiting Firm Name	Address		
Phone #	City	State	Zip
Authorized Signature	Date	<b>PAYMENT IN FULL MUST ACCOMPANY ORDER</b>	

**PAYMENT METHOD:**  Check Enclosed  
 M/C  VISA  AMEX  
 Card # \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Card Holder \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

**CONDITIONS AND REGULATIONS:**

- All equipment, regardless of source of power, must comply with all Federal, State and local Safety Codes.
- All material and equipment furnished by Meadowlands Exposition Center for this service order shall remain Meadowlands Exposition Center property and shall be removed only by Meadowlands Exposition Center at the close of the show.
- Wall and permanent building outlets are not to be used by exhibitors.
- Standard building voltages are: 120 volts, 208 volts, 277 volts and 480 volts.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horse-power, etc.

**PAYMENT POLICY**

- Meadowlands Exposition Center will not bill for this service. A check, MasterCard, Visa or American Express Card must be presented prior to services being provided.
- Electrical orders must be received a minimum of ten (10) days prior to exhibitor arrival for move in. Any orders placed after that date will be charged the late order amount.
- Prices include bringing outlets to the rear of the exhibit booth. Exhibitors requiring an electrician for other than normal installation of the electrical outlets will be charged on a time and material basis.
- ANY DISCREPANCY MUST BE RESOLVED PRIOR TO THE CLOSING OF THE SHOW.**

**LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING REPAIRS and TRACING MALFUNCTIONS.**  
 (Labor time will be charged in one-half hour increments. Minimum charge – 1 hour.)

Monday Through Friday  
 8:00 a.m. to 4:00 p.m. – \$86.00 per hour

Overtime: All other hours worked on weekdays, weekends and holidays – \$130.05

**GENERAL OUTLETS** - Simple connections for lighting fixtures and other equipment without motors. Each outlet includes two plug-ins. (Duplex outlet - household type plug)

Quan.	Description	Amt.	Late Order Amount	\$ TOTAL
	0-1000 Watts 15 AMPS	\$109.45	\$156.05	
	1001-2000 Watts 20 AMPS	\$124.90	\$176.40	

**ELECTRICAL EQUIPMENT TO RENT -**  
 Leave in booth at close of show

Quan.	Description	Amt.	Late Order Amount	\$ TOTAL
	150 Watt Floodlight Clamp on Brackets	\$50.00	\$70.85	
	10" Extension Cords	\$46.90	\$52.05	
	Multi Strip Surge Protector	\$31.45	\$41.75	
	Three Way Adapter	\$15.75	\$18.80	

**DIRECT CONNECTIONS** for ovens, office and medical equipment, etc. Each piece of equipment must be listed and the cost calculated separately. Multiply VOLTS x AMPS to get WATTS. Rate is \$150.00 for first 1000 watts plus \$25.00 for each additional 1000 watts or any fraction thereof.

Description	VOLTS	AMPS	PHASE	\$ TOTAL

Each piece of equipment must be accompanied with male and female twistlock attachment plugs.

**ELECTRICAL LABOR -**  
 ELECTRICIAN REQUIRED - ALL EQUIPMENT THAT REQUIRES MORE THAN 2000 WATTS AND DIRECT CONNECTIONS REQUIRES THE USE OF A MEADOWLANDS CONVENTION CENTER ELECTRICIAN. Direct Connections will require a minimum of one manhour to connect and one manhour to disconnect.

MAN HOURS \_\_\_\_\_ RATE \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

N J SALES TAX ALREADY INCLUDED

**GRAND TOTAL \$ \_\_\_\_\_**



- 355 Plaza Drive
- Secaucus, NJ 07094
- 201.617.5531
- Fax 201.617.1303
- www.kvlav.com

**Audio Visual  
Order Form**



The following equipment is designed for use in confined spaces such as exhibit booths. Should you require equipment not listed below for a meeting or special presentation in your booth, suite or hospitality room, just call. KVL can provide any equipment required to meet your needs.

**CUSTOMER INFORMATION**

**DELIVERY INFORMATION**

<b>Company</b>		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Contact</b>		
<b>Phone</b>	<b>Fax</b>	

<b>Show Name</b> NJ Accounting & Business Technology Show	<b>Booth #</b> _____
<b>Delivery Date</b> May 6-7, 2009	<b>Time</b> _____
<b>On Site Contact</b> _____	
<b>Mobile #:</b> _____	
<b>PICK UP</b>	<b>Date</b> _____ <b>Time</b> _____

DATA DISPLAY	QUANTITY	# OF DAYS	DAILY RATE	TOTAL
20" LCD Flat Panel Display			\$250	
37" LCD Flat Panel Display			\$650	
42" Plasma Flat Panel Display W/ floor stand & speakers			\$750	
50" Plasma Flat Panel Display W/ floor stand & speakers			\$1,000	
<b>VIDEO DISPLAY</b>				
20" LCD Flat Panel Display			\$250	
37" LCD Flat Panel Display			\$650	
42" Plasma Flat Panel Display W/ floor stand & speakers			\$750	
50" Plasma Flat Panel Display W/ floor stand & speakers			\$1,000	
27" CRT Monitor			\$125	
VHS Videocassette Player			\$75	
MULTISTANDARD VHS Player (for international use)			\$200	
DVD Player			\$75	
MULTISTANDARD DVD Player (for international use)			\$200	
<b>PROJECTION</b>				
LCD Data Projector			\$550	
Overhead Projector			\$50	
35 MM Slide Projector			\$50	
Tripod Screen 6' / 8'			\$40/50	
<b>AUDIO</b>				
One Speaker Sound System with Wired Microphone			\$100	
Two Speaker Sound System with Wired Microphone			\$200	
Wireless Microphone (Specify Hand Held or Lavalier)			\$150	
Cassette Player			\$55	
CD Player			\$75	
<b>MISCELLANEOUS</b>				
Wireless Mouse			\$50	
54" Video Cart with Skirt			\$30	
Projection Stand			\$20	

**Please Note:**

The total charge per item is determined by multiplying the quantity by the number of days by the daily rate.  
 Labor rate \$50/hour per person  
 There will be a 25% surcharge on all on-site orders  
 To guarantee prompt delivery, this order should reach us at least 10 business days prior to delivery date  
 Payment is due in advance of delivery by check or credit card, Visa, MasterCard, American Express.  
 A 10% cancellation fee will apply with a minimum of 72 hours notice. 100% thereafter.

<b>Equipment Rental</b>	_____
<b>Labor</b>	_____
<b>Delivery &amp; Pick Up</b>	\$150
<b>Subtotal</b>	_____
<b>7% NJ Sales Tax</b>	_____
<b>Total</b>	_____

**Credit Card Information**

<b>TYPE</b>	<b>CARD No.</b>	<b>Exp. Date</b>
-------------	-----------------	------------------

**SIGNATURE** \_\_\_\_\_



**ORDER FORM**  
For  
**TELEPHONE & INTERNET**  
**COMMUNICATIONS SERVICES**



SHOW NAME: NJ Accounting & Business Technology Show SHOW DATE: May 6-7, 2009 BOOTH: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

**CREDIT CARD INFORMATION IS REQUIRED FOR ALL ORDERS.** Upon receipt of your order, Comtex will fax you a credit card form for you to complete and fax back to Comtex to process your order. Payment may be made by check if sent **2 weeks prior** to show, but the credit card form is still required for deposit purposes. By signing and completing this form, you understand and agree to the guidelines set out on page 2.

SIGNATURE TO ACKNOWLEDGE THIS ORDER: **X** \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_

Service/Equipment	Advance Price	Late Price	Quantity Needed	Extended Price
1. <b>IN/OUT</b> Phone Line (RJ11C)	\$100.00	\$150.00	_____	_____
Dial "9" Programming Fee	10.00	15.00	_____	_____
2. Touch Tone Desk Phone	20.00	40.00	_____	_____
3. Digital Cordless Phone	40.00	80.00	_____	_____
4. Fax / Phone Heavy Duty	200.00	300.00	_____	_____
5. Walkie Talkies, FM, UHF, 2 mile range (min. 2)	50.00	100.00	_____	_____
6. Cash Register (with 7% NJ Tax)	150.00	250.00	_____	_____
7. PC: Computer, Monitor, Laptop and/or Printer	CALL	CALL	_____	_____
8. Copy Machine w/paper: light / medium / heavy duty	CALL	CALL	_____	_____
9. Other: _____	_____	_____	_____	_____

**Internet Access**

10. <b>WiFi (wireless)</b> - Log on at site and pay by credit card. Service cost varies based on days of use, speed, and number of PCs.				
11. <b>Wired</b> - Ethernet cable and RJ45 hookup *** Plus cost of service. See #10.	200.00	300.00	_____	_____
12. Ethernet switch, 8 port	200.00	300.00	_____	_____



**TOTAL ORDER AMOUNT:** \_\_\_\_\_  
**7% NEW JERSEY SALES TAX:** \_\_\_\_\_  
**TOTAL AMOUNT:** \_\_\_\_\_

FOR QUESTIONS REGARDING SERVICES PLEASE CALL 201-896-3333 EXT. 215  
FOR FAST SERVICE FAX THIS ORDER TO: 201-896-3767 OR MAIL TO: **COMTEX, 29 Poplar St, E. Rutherford, NJ 07073**

DATE RECEIVED: \_\_\_\_\_ TRAFFIC AUTHORIZATION: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_ TEL. NO.(S) ASSIGNED: \_\_\_\_\_

AUTHORIZATION NO: \_\_\_\_\_ MISC: \_\_\_\_\_

# AGREEMENT FOR TELEPHONE SERVICES, INTERNET ACCESS AND/OR EQUIPMENT

By exclusive agreement with the Meadowlands Exposition Center, Comtex Communications can make available to you, during the course of your show, communication equipment and/or services which terminate in your booth or selected location in and/or outside the exposition center facility. All communication connections shall be made by our in-house technicians and staff. Any exceptions must be approved in writing by Comtex Communications. Prices are subject to change without notice.

You may select the listed services and equipment on the order form. If you need any service or equipment not listed, please contact us and we will try to accommodate you. Rates do not include special wiring or any additional labor required. Labor for additional work will be billed at half hour increments at \$120 per hour. No services will be provided until full payment is received.

## Telephone Services and Equipment

The Advance Price for telephone services and equipment applies if your order form is received and paid for up to 3 business days prior to show date. The Late Price applies to all orders received within 3 business days or at the exposition center office on site. If your order for telephone service is received at least 10 days before show date, you can receive assigned telephone number(s) upon request.

The phone line(s) enable you to make and receive calls at your own assigned telephone number(s). You are responsible for all calling charges made on the line(s). This is to include 800/888/866 calls, local, long distance, directory assistance and international calls. Usage rates for these calls will be billed in addition to the standard line rate, and billed to your pre-approved credit card. A rate schedule for any outgoing call is available upon request or at the exposition center service desk. For a \$10.00 programming fee the phone line can be a building extension number which will enable you to directly dial other extensions within the exposition center and to place outside calls by simply dialing '9' plus the desired number. Other extra cost programming options are available upon request. Our system can not accommodate credit card calls or access to local phone company or long distance operators.

## Internet Service

Pricing for Internet service is based on three criteria; usable bandwidth or speed, number of terminal devices connected and days of use. You are licensed for, and agree not to exceed, the number of terminal devices (Computers) connected to the internet at any given time. If more devices are used, you will be billed twice the rate for the accurate number of terminals used. Hubs or switches are not counted.

### Wireless Internet Service- WIFI

Wireless internet service is ordered on site at the exposition center by connecting to internet and selecting the services you desire. Payment is made on site via credit card. If other payment terms are needed, please call Comtex, Inc. You must provide a wireless network adapter/card.

### Wired Internet Service

The Advance Price applies if your order is received and paid for up to 15 business days prior to the show date. The Late Price applies to orders received within 15 business days of the show date. Orders received within 2 days of the show date or at the service desk on site will cost TWICE THE ADVANCE PRICE. Your must provide a Network Driver: TCP/IP, Standard 10/100 base T Ethernet Network Interface Card (RJ45 Interface) for each PC, and proper configuration for the computer and the TCP/IP connection.

All orders for service and equipment will be fulfilled on a first-come, first-serve basis, subject to availability. **NO REFUNDS FOR ORDERS CANCELLED WITHIN 3 DAYS OF EVENT.** No refunds for services or equipment installed but not used during the show.

You may order communications services and/or related equipment by completing and returning the Order Form. In return, you will receive a confirmation via email or fax. Present your confirmation to the exposition service desk and you will receive your ordered services and equipment. **All equipment not returned to the exposition service desk prior to your departure from the facility will be billed to your credit card as if lost. NO EXCEPTIONS!**

You are financially responsible to Comtex Communications for all communications services and equipment ordered. PAYMENT MUST BE MADE IN ADVANCE, by check or credit card. Any LATE orders for communications services and/or equipment will be accepted at the exposition center service desk on site and **PAYMENT MUST BE RENDERED AT TIME OF ORDER.**

By placing your order with Comtex Communications you specifically agree to the following terms and conditions:

1. All equipment is provided on a rental basis only and shall in all events remain the property of Comtex Communications.
2. You will use the equipment in compliance with applicable laws and only for those purposes for which it is originally used and intended.
3. You assume all risk and liability for loss or damage to the equipment, as well as injuries to persons and damage to property that occur as a result of your order for telecommunications services and/or equipment.
4. You release Comtex Communications and the Meadowlands Exposition Center for all liability to you for any special, indirect, incidental or consequential damage, including, without limitation, lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, which results from the use or liability to use any of the services or equipment contemplated herein. Comtex is not liable for delays, failure to perform, or damage or destruction or malfunction of any equipment or services, or any consequences of the above, caused or occasioned or due to fire, flood, water, the elements labor disputes, or shortages, utility curtailments, power failures, explosions, acts of God, shortage of supplies, or unavailability of services. You hereby assume liability for and agree to indemnify, protect and hold wholly harmless, Comtex and its agents, employees, and officers from and against any and all liabilities, obligations, losses, damages, injuries, claims, penalties, actions, costs and expenses, including reasonable attorney's fees in contract, tort or otherwise, which result from or arise out of negligence or wrongful use of the equipment or services by you, the customer or its representatives, agents, employees or invitees.
5. For purposes hereof, you assign to Comtex Communications your selection of long distance carrier and ISP provider.
6. You specifically authorize Comtex Communications to bill the credit card account provided by you for (a) all charges for equipment and services contemplated to be provided herein, (b) all charges for loss of, or damage to, any such equipment and (c) all charges for all telephone calls made from or charged to your assigned telephone number(s) by any person as a result of the assignment. Your provision of your credit card shall not in any event be construed to release you from your obligations.