



Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for the **22nd ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW** to be held at the **Meadowlands Exposition Center, DATES OF Wednesday & Thursday, May 18-19, 2016.**

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:

**MAY 11, 2016**

**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* 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 17, 2016	11:00 am to 7:00 pm
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**SHOW HOURS**

Wednesday	May 18, 2016	9:30 am to 3:30 pm
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Thursday	May 19, 2016	9:30 am to 3:30 pm
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**MOVE OUT DATES/HOURS**

Thursday	May 19, 2016	4:00 pm to 7:00 pm
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**If drivers have not checked in at the Service desk by 6:00pm, freight will be forced onto common carrier.**

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



Show Name: **22nd ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW**

Show Dates: **Wednesday & Thursday, May 18-19, 2016**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **May 11, 2016**

*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.

**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.**



# Service Contractor

Please mail or fax Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
FAX: (201) 330-1586 • PHONE (201) 330-8227

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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 18, 2016**

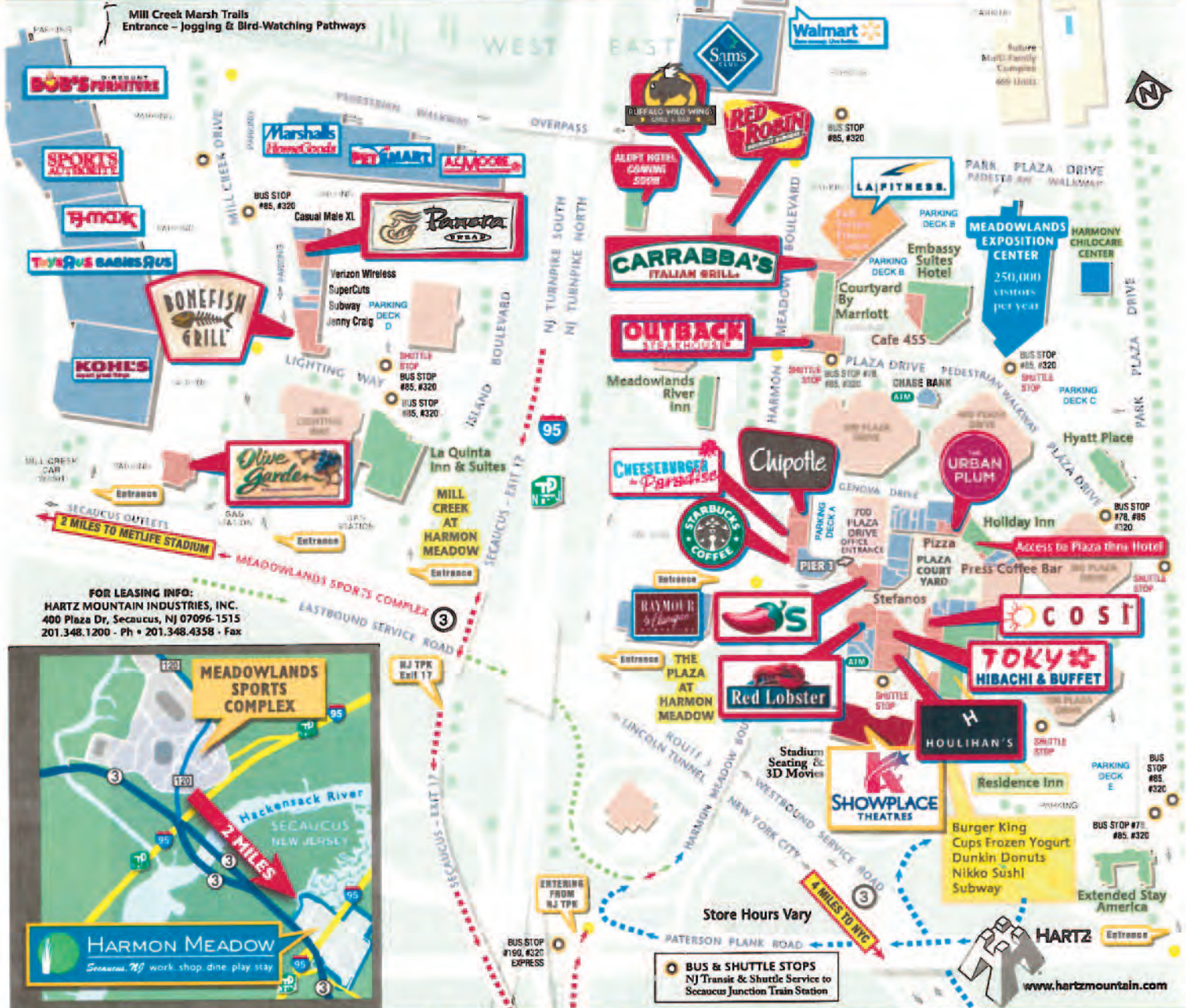
**Return to: SMG Exposition Services  
355 Plaza Drive  
Secaucus, NJ 07094**



# Welcome

## HARMON MEADOW

Secaucus, NJ work. shop. dine. play. stay.



- Over 25 Restaurants • 14-Screen Movie Theatre • 9 Hotels • Full-Service Fitness Center
- Convention Center • No Sales Tax on Clothing and Shoes • Open Sundays • All are within walking distance

**Harmon Meadow: Mill Creek • The Plaza**  
 Route 3 West Local to Mill Creek Drive / Route 3 East Local to Harmon Meadow Blvd Exit • NJ Turnpike to Exit 16E or 17, Secaucus, NJ  
[www.harmonmeadow.com](http://www.harmonmeadow.com) • 201-348-1200 • Open 7 days  
 Print directions online from [www.harmonmeadow.com](http://www.harmonmeadow.com)

**NJ Transit Bus Information: 973-275-5555**  
 For a schedule, visit [www.njtransit.com](http://www.njtransit.com)  
 Free Shuttle Service to the Secaucus Train Station: 201-939-4242  
 For schedule, visit [www.czride.org](http://www.czride.org)  
 For Newark Airport Shuttle Service & Stops, visit [www.czride.org](http://www.czride.org)







# Material Handling Information Rate Schedule

Show Name: **22nd ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW**

Show Dates: **Wednesday & Thursday, May 18-19, 2016**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **May 11, 2016**

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: May 11, 2016**

### \*\*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.**

**Please see next page for further information on Material Handling.**

## Crated Shipments CWT=per 100 lbs.

### Advance Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	\$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. <b>200# Minimum</b>	\$98.00
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.

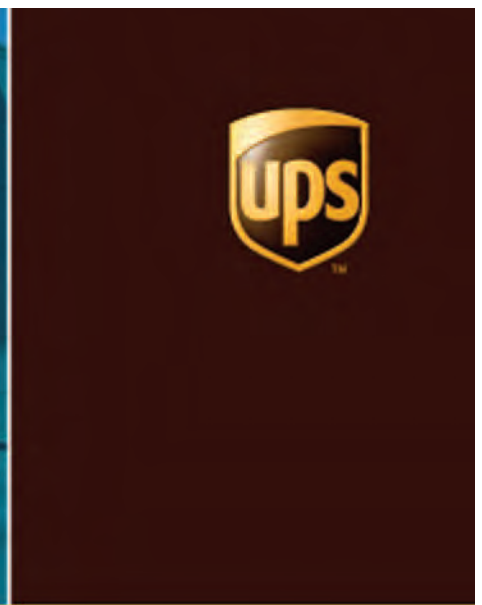
## Special Shipping Rates/Uncrated or Van Lines:

Per Shipment	Per 100#
1-1000 lbs. <b>200# Minimum</b>	\$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.







## 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>1</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 [hl.upsfreight.com](http://hl.upsfreight.com) and any other applicable contract, as other restrictions may apply.

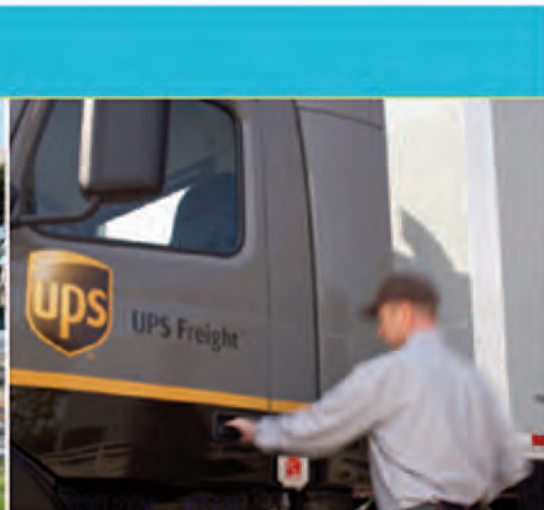


### Online resources

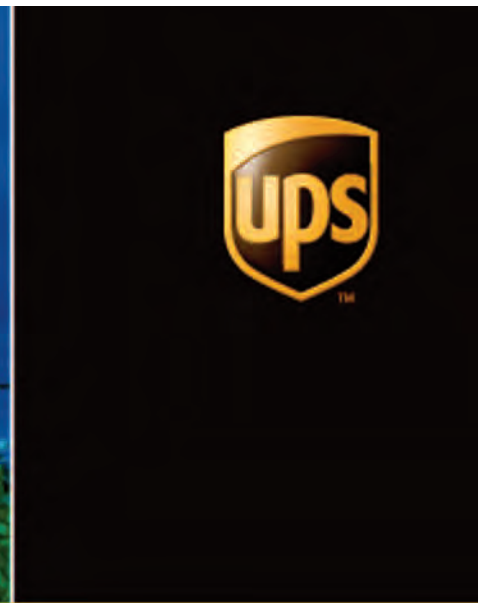
- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

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





# Labor Order Form

Please mail or fax Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
FAX: (201) 330-1586 • PHONE (201) 330-8227

## 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 & Sunday

	Straight Time	Overtime
Stagehand Labor:	\$84.50/labor hour	\$130.00/labor hour
Aerial Lift Crew:	\$254.65/hr.	\$384.05/hr.
Forklift Crew:	\$222.80/hr.	\$334.20/hr.

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

	# of Workers	Date	Time	Approx. Hours
Set Up Labor				
Dismantle Labor				

## 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.**



# Carpet Rental Order Form

Please mail or fax Completed Form to: SMG Exposition Services  
 355 Plaza Drive, Secaucus, NJ 07094  
 FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **22nd ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW**

Show Dates: **Wednesday & Thursday, May 18-19, 2016**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

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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 \$3.30/sq. ft. = \$ _____	x \$3.95/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' .....	\$153.25	\$ _____
_____	9' x 20' .....	\$266.75	\$ _____
_____	9' x 30' .....	\$380.25	\$ _____
_____	9' x 40' .....	\$493.75	\$ _____

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 \$0.97/sq. ft. = \$ \_\_\_\_\_  
 Carpet Padding..... \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$1.40/sq. ft. = \$ \_\_\_\_\_  
 Plastic Covering..... \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. x \$1.25/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 = \$ \_\_\_\_\_  
**Total = \$ \_\_\_\_\_**

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





# Furniture/Accessories Rental Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **22nd ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW**

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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	\$127.45	\$157.30	_____
_____	2' x 8' x 30" high	\$149.05	\$177.90	_____
_____	2' x 4' x 42" high	\$139.05	\$175.10	_____
_____	2' x 6' x 42" high	\$157.30	\$192.35	_____
_____	2' x 8' x 42" high	\$162.45	\$207.80	_____

**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	_____	_____
_____	36" Pedestal x 30" high	\$ 80.35	\$ 92.70 (black)	_____
_____	36" Pedestal x 40" high	\$ 97.85	\$108.15 (black)	_____
_____	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.**





**DECORATING COMPANY INC.**  
 Mailing Address: 241 South Little Tor Road  
 New City, NY 10956  
 TEL: 845 268-7555 FAX: 845 268-6570  
 Web Site: [www.springvalleyfloral.com](http://www.springvalleyfloral.com)  
 Email: [maryann@springvalleyfloral.com](mailto:maryann@springvalleyfloral.com)

## FLORAL DECORATIONS mcc

22nd Annual NJ Accounting &  
 Business Technology Show  
 Wednesday-Thursday, May 18-19, 2016  
 Meadowlands Exposition Center

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	66.00		
Fresh Floral Arrangement 15 - 18" High	76.00		
Exotic Floral Arrangement 14" High	81.00		
Exotic Floral Arrangement 24" High	96.00		

### RENTAL GREEN & FLOWERING PLANTS

Mum Plants ___ yellow ___ white ___ lavender	26.00		
Azaleas	31.00		
Green Table Plant	26.00		
Large Fern	36.00		
3-foot Green Plant	43.00		
4-foot Green Plant	53.00		
5-foot Green Plant	63.00		
6-foot Green Plant	73.00		
8-foot Green Plant	90.00		

TOTAL: \_\_\_\_\_

ALL PRICES INCLUDE  
 INSTALLATION, SERVICING,  
 AND REMOVAL AT END OF  
 SHOW

SPECIAL SERVICES  
 AVAILABLE UPON REQUEST  
 - GARDEN AREAS  
 - FOUNTAINS  
 - HOSPITALITY SUITES  
 - LUNCHEONS  
 - BANQUETS

ON SITE ORDERS SUBJECT TO  
 AVAILABILITY

\_\_\_ PLEASE HAVE YOUR  
 DESIGNER COME BY TO  
 MAKE SUGGESTIONS  
 DATE/TIME \_\_\_\_\_

ALL PLANTS INCLUDE  
 DECORATIVE CONTAINERS  
 PLEASE CHECK ONE  
 \_\_\_ WHITE \_\_\_ BLACK

### PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Expiration Date MM/YY

		-		
--	--	---	--	--

American Express (15 Digits)  Check

MasterCard (16 Digits)

Visa (13 or 16 Digits)

Authorized Signature

Name on Card

Security Code

### RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ FAX \_\_\_\_\_

City, Zip, State \_\_\_\_\_ E-mail \_\_\_\_\_

Party in Charge \_\_\_\_\_ Onsite Phone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ **BOOTH #** \_\_\_\_\_





# Sign Order Form

Please mail or fax Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **22nd ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW**

Show Dates: **Wednesday & Thursday, May 18-19, 2016**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **May 11, 2016**

*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.

**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.**



# Select Carpet Order Form

Please mail or fax Completed Form to: SMG Exposition Services  
355 Plaza Drive, Secaucus, NJ 07094  
FAX: (201) 330-1586 • PHONE (201) 330-8227

Show Name: **22nd ANNUAL NJ ACCOUNTING & BUSINESS TECHNOLOGY SHOW**

Show Dates: **Wednesday & Thursday, May 18-19, 2016**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **May 11, 2016**

*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.

## 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

\_\_\_\_\_ 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.**

22nd Annual NJ Accounting & Business Technology Show  
Wed. & Thurs, May 18-19, 2016  
Meadowlands Exposition Center

# ELECTRICAL SERVICE ORDER FORM



**FULL PAYMENT IS REQUIRED TO PROCESS ORDER. RETURN WITH 100% REMITTANCE TO:**  
Meadowlands Expo Center \* 355 PLAZA DRIVE \*SECAUCUS, NJ 07094 \*PHONE(201)330-7773 \*FAX(201)330-1172  
**IF YOU FAX YOUR ORDER PLEASE PRINT OUT A FAX CONFIRMATION FOR YOUR RECORDS**

COMPANY		BOOTH NUMBER		<small>ALL QUESTIONS REGARDING ELECTRIC SERVICES</small> <a href="mailto:ANDREAS@MECEXPO.COM">ANDREAS@MECEXPO.COM</a> <h2 style="margin: 10px 0;">FLOOR ORDER</h2> <p>BY SIGNING AND DELIVERING THIS FORM TO MEC ELECTRICAL, CUSTOMER AGGREGES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM.</p> <p><b>WE DO NOT ACCEPT ORDERS WITHOUT PAYMENTS</b></p>			
CARDHOLDERS ADDRESS		STREET	CITY			STATE	ZIP
PHONE	FAX	EMAIL ADDRESS(INVOICES WILL BE EMAILED AT SHOW CLOSE)					
AUTHORIIED CONTACT SIGNATURE		AUTHORIZED * PLEASE PRINT				DATE	
MASTERCARD	VISA	AMERICAN EXPRESS	EXPIRATION DATE			V CODE	
ACCOUNT NUMBER							
CARDHOLDERS SIGNATURE :		CARDHOLDERS NAME * PLEASE PRINT					
X							

**GENERAL OUTLETS - SIMPLE CONNECTIONS FOR LIGHTING FIXTURES AND OTHER EQUIPMENT WITHOUT MOTORS.**

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	UP TO 1000 WATTS	\$115.02	\$160.23	
	UP TO 2000 WATTS	\$125.73	\$177.62	
	PARCAN INCLUDES LABOR & POWER	\$294.25	\$374.50	

**ELECTRICAL EQUIPMENT TO RENT.**

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	FLOODLIGHT 150 WATT	\$85.60	\$101.65	
	EXTENSION CORD 10'	\$48.15	\$53.50	
	MULTI STRIP	\$15.75	\$18.80	

**DIRECT CONNECTIONS**

MULTIPLY VOLTS X AMPS TO GET WATTS, RATE IS \$150 FIRST 1000 WATTS PLUS \$25.00 FOR EACH ADDITIONAL 1000 WATTS THEROF.

DESCRIPTION	VOLTS	AMPS	PHASE	TOTAL

EACH PIECE OF EQUIPMENT MUST BE ACCOMPANIED WITH MALE AND FEMALE TWIST LOCK ATTACHMENTS PLUGS

**ELECTRICAL LABOR**

MAN HOURS	RATE	TOTAL

GRAND TOTAL

\$

**CONDITIONS AND REGULATIONS:**

- 1- ALL EQUIPMENT, REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES
- 2- ALL MATERIAL AND EQUIPMENT FURNISHED BY MEC FOR THIS SERVICE ORDER SHALL BE REMOVED ONLY BY MEC PROPERTY AND SHALL BE REMOVED AT THE CLOSE OF SHOW
- 3- WALL AND PERMANENT BUILDING OUTLETS ARE NOT TO BE USED BY EXHIBITORS.
- 4- STANDARD BUILDING VOLTAGES ARE 120 V, 208 V 277 V AND 408 V
- 5- ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE, HORSEPOWER

**PAYMENT POLICY**

- 1- MEADOWLANDS EXPO CENTER WILL NOT BILL FOR THIS SERVICE, A CHECK, OR CREDIT CARD MUST BE PRESENTED PRIOR TO SERVICES BEING PROVIDED
- 2- ELECTRICAL ORDERS MUST BE RECEIVED A MINIMUM OF TEN(10) DAYS PRIOR TO MOVE IN ANY ORDERS PLACED AFTER THAT DATE WILL BE CHARGED THE LATE ORDER AMOUNT.
- 3- PRICES INCLUDE BRINGING OUTLET TO THE REAR OF BOOTH , EXHIBITOR'S REQUIRING AN ELECTRICIAN FOR OTHER THAN NORMAL INSTALLATION OF THE ELECTRICAL OUTLET WILL BE CHARGED ON A TIME AND MATERIAL BASIS.
- 4- ANY DISCREPANCY MUST BE RESOLVED PRIOR TO THE CLOSING OF THE SHOW.

**LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING REAPIRS AND TRACING MALFUNCTIONS.**

(LABOR TIME WILL BE CHARGED IN ONE - HALF HOUR INCREMENTS. MINIMUM CHARGE 1 HOUR )

**MONDAY - FRIDAY 8AM-430PM ST**

**ALL OTHER HOURS WORKED ON WEEKDAYS SATURDAYS OT**

**SUNDAYS AND HOLIDAYS - DT**

**ST - \$86.00**

**OT - \$130.05**

**DT - \$175.00**

**All ELECTRIC WILL BE KEPT ON FOR 24 HOURS**









# Internet / Telephone Service Form



Please submit ALL forms via E-mail to: [orders@bigredpin.com](mailto:orders@bigredpin.com) or Fax: 1-888-247-3471  
 Questions about pricing or for technical support inquiries: 732-993-9765

## Internet – Wireless User

		Rate	How Do I Get It?
4400	On-Site/On Demand Internet 1 IP address/1 device	<b>\$49.99</b> Per Day / Per Device <b>Please do not submit this service form if you would like to purchase this service. This can be purchased while on-site. See instructions to the right</b>	<ol style="list-style-type: none"> <li>1. Turn on your Wi-Fi enabled device and select the Engage Access network from the available Wi-Fi Networks. Wait until you see <b>CONNECTED</b> next to the Engage Access network name.</li> <li>2. Open a web browser (Internet Explorer, Chrome, Firefox, etc.) and attempt to go to a website. You should then be automatically redirected to the sign up page. Some devices may automatically redirect you to the sign up page.</li> <li>3. Fill out <b>ALL</b> required information. Please make sure all information is filled out correctly before clicking <b>SIGN UP</b>.</li> <li>4. You will have 10 minutes to open a browser and go to the inbox of the provided email. The email will have a link that you must click on to complete the ordering process. <b>If you need to purchase for another device, use the additional device to begin the sign up process. Wi-Fi purchases are not transferable between devices.</b></li> </ol>

Any orders placed within 14 days of the start of the show will be subject to a 20% late fee

## Internet – Network Services

		Quantity	Rate	Total \$
<b>Wireless - Engineering Charges are additional and will be calculated after your order is submitted</b>				
4302	Wireless Blanket - Entire Facility / Unlimited Users		Call for Pricing	
4302	Wi-Fi Micro Network - For 3 or more devices / Engineering charges will apply		Call for Pricing	
4305	Wi-Fi Sponsorship		Call for Pricing	
<b>Wired – Installation charges are additional and will be calculated after your order is submitted</b>				
4301	Standard - 1 Private DHCP IP, 1 IP Address / 1 Device		\$625	
4307	• Additional Private IP Address / Device		\$150	
4308	Advanced - 1 Static Public IP Address / 1 Device – Router Enabled		\$2250	
4309	• Additional Static Public IP Address / Device		\$450	
4313	Point-to-Point		\$350	
<b>Equipment</b>				
4001	Switch / Hub Rental (8 Port) – Does not include internet connectivity		\$150	
4001	Switch / Hub Rental (24 Port) – Does not include internet connectivity		\$300	
4001	Patch Cable (up to 50') – Cat 5e		\$50	
<b>Engineering</b>				
4306	Bandwidth – Speed over 10 Mbps		\$175 Per Mbps	
4201	Special Engineering / VPN		\$135 Per Hour	
4311	Installation / On-Site Support		\$135 Per Hour	
4312	Network Buyout		Call for Pricing	
<b>Telephone – Installation Charges for 4310 are additional and will be calculated after your order is submitted</b>				
4303	Dial Tone + VoIP Phone Rental/Local & Long Distance Only - Installation included		\$350	
4310	Analog Connectivity - Credit card machine, fax machine – Device not included		\$150	
<b>Tax (7%)</b>				
<b>Total</b>				

Show Name: NJ Accounting & Business Technology Show Show Dates: May 18-19, 2016

Company Name: \_\_\_\_\_ Cardholder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Booth Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Card Type: VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ AMERICAN EXPRESS \_\_\_\_\_ DISCOVER \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVVS/Code: \_\_\_\_\_

Same As Above: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Name (PRINT): \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

By signing above, I agree to the amount listed above and the terms and conditions.







## Terms of Service & Acceptable Use Policy

These Terms of Service & Acceptable Use Policy (the "Terms") govern your use of Big Red Pin Inc. internet and Telephone Services ("Service") and the Big Red Pin Inc. Services network ("Network"). Your use of the Service represents your agreement to these Terms. If you do not agree with these Terms, do not use the Service. By signing the agreement you agree to all terms and conditions of this form.

### Terms of Service

#### Description of the Service

The Service is provided by Big Red Pin Inc. ("Big Red Pin Inc."). The Service provides you with access to the Internet via certain Big Red Pin Inc. high-speed Internet via access points and hardlines ("Locations"). No third party infrastructure is permitted on the premises, without the expressed consent of Big Red Pin Inc.

- Network Speed is at 10Mbps unless specially provisioned 45 days in advance at additional expense.
- To receive Regular Rate, order must be processed and paid for at least 21 days in advance. A Floor Plan for Network Services) must be submitted along with order. Failure to do so could result in possible delay in service and/or materials.
- Only written cancellations will be accepted, and must be received at least 7 days prior to show move in. Cancellations will be assessed a 20% cancellation fee.
- All rented equipment is the financial and personal responsibility of the Customer, and any damages to the equipment will result in additional charges.
- Any labor or requirement of a technician will be billed at \$135 per hour.

- Big Red Pin Inc. provides the service of routing the internet and IP assignment; the user is responsible for supply of their own additional cables, connectors, adapters unless, at the Customer's request, Big Red Pin Inc. also supplies said materials. Connection and functionality of working service to devices is the Customer's responsibility.
- Private networks, VPN, Static IP's, custom network requirements, etc., are additional and separate. A minimum of 21 days notice is needed to provision for said items. Failure to do so could result in possible delay in service and/or materials.
- Big Red Pin Inc. provides internet configuration for the overall network; the user is responsible for their own device and equipment configurations. Big Red Pin Inc. will troubleshoot Big Red Pin Inc. installed devices and equipment only.
- You, the Customer, are contracting with Big Red Pin Inc.

#### Charges/Billing/Payment

You agree to pay all charges and fees specified when you ordered the Service, including any taxes, fees, surcharges or other assessments applicable to the Service. You agree that you have reviewed the prices associated with the service type that you have selected. All Big Red Pin Inc. charges for the Service are billed in advance. The Service is provided on a day-to-day basis as a 24-hour period from the moment of acceptance of Terms and usage, and is subject to change at any time with no advanced notice. Payment for the Service is due at the time of demand for service. In the event legal action is necessary to collect on balances due, you agree to reimburse Big Red Pin Inc. for all expenses incurred to recover sums due, including attorneys' fees and other legal expenses; you also agree to pay all current charges for the Service as well as taxes and fees assessed against you or Big Red Pin Inc. on the charges and all late payments, interest, or other fees. Big Red Pin Inc. may modify its billing practices with no advance notice.

#### Service Suspension/Termination/Cancellation

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of a free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect, or suspend service because of the views you or we express on public policy matters, political issues, or political campaigns. However, Big Red Pin Inc. immediately terminate or suspend all or a portion of your Service, without notice, for conduct that Big Red Pin Inc. believes (a) violates the Acceptable Use Policy, set forth below; or (b) constitutes a violation of any law, regulation, or tariff (including without limitation, copyright and intellectual property laws) or a violation of these Terms, or any applicable policies or guidelines. Your termination or suspension by Big Red Pin Inc. of Service also constitutes termination or suspension (as applicable) of your license to use any Software. Big Red Pin Inc. may also terminate or suspend your Service if you provide false or inaccurate information that is required for the provision of Service or is necessary to allow Big Red Pin Inc. to bill you for the Service. If your Service is terminated or suspended you are not entitled to a refund for the Service.

#### Modifications to the Service / Updates to the Terms

Big Red Pin Inc. reserves the right to modify or discontinue the Service or any part thereof, including but not limited to rates and charges) with or without notice. You agree that Big Red Pin Inc. has no control over third party networks or third party for any such modification, suspension, or discontinuance of the Service. Without limiting the foregoing, Big Red Pin Inc. may post, or email, notices of changes in the Service. It is your responsibility to check the website of Big Red Pin Inc. and your email address for any such notices. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension, or discontinuance of the Service. These Terms may be updated or changed from time to time. The current Terms shall be posted at: [www.bigredpin.com/terms-and-conditions.html](http://www.bigredpin.com/terms-and-conditions.html). Your continued use of the Service following such notice constitutes your acceptance of those changes. If you do not agree to the revisions, you must terminate your Service immediately.

#### Operational Limits of the Service

Provisioning of the Service is subject to the availability and the operational limitations of the requisite equipment and associated facilities. You understand and agree that temporary interruptions of the Service may occur as normal events in the provision of the Service that Big Red Pin Inc. will not be liable for such interruptions. You further understand and agree that Big Red Pin Inc. has no control over third party networks or the third party ISP providing the Internet circuit you may access in the course of your use of the Service, and therefore, any disruptions, and any outages of other network transmissions are beyond the control of Big Red Pin Inc. Big Red Pin Inc. will not be liable for any failure of performance, if such failure is due to any cause beyond Big Red Pin Inc.'s reasonable control, including acts of God, fire, explosion, vandalism, nuclear disaster, terrorism, cable cut, storm or other similar occurrences, any law, order or regulation by any government, civil, or military authority, national emergencies, insurrections, riots, wars, labor difficulties, supplier failures, shortages, breaches, or delays caused by you or your equipment. No refunds will be issued for any delays, any disruptions, and any outages of any other network transmissions for any reason.

**Registration/Customer Information/Password Security**  
All information that you provide to Big Red Pin Inc. must be accurate, including your name, e-mail address, credit or charge card numbers and expiration dates, and any Service payment information ("Registration Data"). You are responsible for keeping such information up-to-date and must provide changes promptly to Big Red Pin Inc. You agree to keep confidential log in information and are solely responsible for any liability or damages resulting from your failure to maintain that confidentiality. You are also solely and fully responsible and liable for all activities that occur under your IP address/MAC address associated with your device and account. You agree to immediately notify Big Red Pin Inc. if you suspect any breach of security such as loss, theft, or unauthorized disclosure or use of your Service or account.

#### Third Party Content Disclaimer/ Links to Third Party Sites

Materials provided by Third Party Providers have not been independently authenticated in whole or in part by Big Red Pin Inc. Big Red Pin Inc. does not provide, sell, license, or lease any of the Materials other than those specifically identified as being provided by Big Red Pin Inc. This Service may be linked to other websites which are not under the control of and are not maintained by Big Red Pin Inc. Big Red Pin Inc. is not responsible for the content of those sites. Big Red Pin Inc. is providing these links to you only as a convenience, and the inclusion of any link to such sites does not imply endorsement by Big Red Pin Inc. of those sites.

#### Privacy Policy

By agreeing to the Terms and Conditions set forth, you permit Big Red Pin Inc. to collect your Personal Information. Personal Information is data that can be used to uniquely identify or contact a single person. You may be asked to provide your Personal Information anytime you are in contact with Big Red Pin Inc. services or a Big Red Pin Inc. affiliated company. Big Red Pin Inc. and its affiliates may share this Personal Information with each other and use it consistent with this Privacy Policy. They may also combine it with other information to provide and improve our products, services, content, and advertising. For more information, see: [www.bigredpin.com/privacy-policy.html](http://www.bigredpin.com/privacy-policy.html).

#### General Use Restrictions

Subject to your acceptance of and compliance with these Terms, payment to Big Red Pin Inc. for the Service and compliance with all Big Red Pin Inc. policies identified below, you are hereby granted the right to use the Service through a non-exclusive, non-transferable, and non-assignable limited license. The Service is provided for your use only (unless otherwise specifically stated) and you agree not to reproduce, duplicate, copy, sell, transfer, resell, or option for any commercial purposes your subscription to or membership in the Service, any portion of the Service, or use of the Service, or access to the Service. You have no right to resell, sublicense, assign, or transfer your right to access the Service or use the Big Red Pin Inc. Network. All information, documents, products, and software (the "Materials") provided with this Service were provided by or to Big Red Pin Inc. Internet Services (Big Red Pin Inc.) by their respective manufacturers, authors, developers, licensees, and vendors (including, without limitation (the "Third Party Providers") and are the copyrighted work of Big Red Pin Inc. and/or the Third Party Providers. Except as stated herein, none of the Materials may be copied, reproduced, resold, distributed, republished, downloaded, displayed, posted, or transmitted in any form or by any means, including, but not limited to, electronic, mechanical, photocopying, recording, or otherwise without the prior express written permission of Big Red Pin Inc. or the Third Party Provider. You also may not, without Big Red Pin Inc. prior express written permission, "mirror" any Material provided with this Service on any other server. Nothing provided with this Service shall be construed as conferring any license under any Big Red Pin Inc. or any Third Party Provider's intellectual property rights, whether by estoppel, implication, or otherwise. You acknowledge sale responsibility for obtaining any such license. Any unauthorized use of any Materials provided with or through this Service may violate copyright laws, trademark laws, the laws of privacy and publicity, and communications regulations and the statutes.

#### Software Use Restrictions

Any software that is made available to download with the Service (the "Software") is the copyrighted work of Big Red Pin Inc. and/or Third Party Providers. Use of the Software is governed by the terms of the end user license agreement. If any, which accompanies or is included with the Software (the "License Agreement"). An end user will be unable to install any Software that is accompanied by or includes a License Agreement, unless the end user first agrees to the terms of the License Agreement. Except as set forth in the applicable License Agreement, any further copying, reproduction, or redistribution of the Software is expressly prohibited.

#### Submissions

Unless otherwise explicitly stated, any Materials provided by you in connection with this Service shall be deemed to be provided on a non-proprietary and non-confidential basis. Big Red Pin Inc. shall have no obligation of any kind with respect to such Materials and shall be free to use or disseminate such Materials on an unrestricted basis for any purpose. You acknowledge that you are responsible for the Materials that you submit, and you, not Big Red Pin Inc., have full responsibility for the Materials, including their legality, reliability, appropriateness, originality and copyright.

#### Disclaimer of Warranties

UNLESS OTHERWISE EXPLICITLY STATED, THE MATERIALS AND THE SERVICE ARE PROVIDED "AS IS". ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS AND WARRANTIES, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, ARE DISCLAIMED. EXCEPT TO THE EXTENT THAT SUCH DISCLAIMERS ARE HELD TO BE LEGALLY INVALID, BIG RED PIN INC. MAKES NO REPRESENTATIONS, WARRANTIES, GUARANTEES AS TO THE QUALITY, SUITABILITY, TRUTH, ACCURACY, OR COMPLETENESS OF ANY OF THE MATERIALS AND/OR SERVICES OF ANY QUESTIONS REGARDING THE SERVICES AND/OR MATERIALS SHOULD BE DIRECTED TO THE PROVIDERS OF SUCH MATERIALS. HOWEVER, BIG RED PIN INC. DOES NOT AUTHORIZE ANYONE TO MAKE A WARRANTY ON BIG RED PIN INC.'S BEHALF AND YOU MAY NOT RELY ON ANY STATEMENT OF WARRANTY BY A THIRD PARTY AS A WARRANTY OF BIG RED PIN INC.

#### Limitation of Big Red Pin Inc. Liability

BIG RED PIN INC. SHALL NOT BE LIABLE FOR ANY DAMAGES SUFFERED AS A RESULT OF USING, MODIFYING, CONTRIBUTING, COPYING, DISTRIBUTING, OR DOWNLOADING ANY MATERIALS WHILE USING BIG RED PIN INC. SERVICES. MOREOVER, IN NO EVENT SHALL BIG RED PIN INC. BE LIABLE FOR ANY INDIRECT, PUNITIVE, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING, WITHOUT LIMITATION, LOSS OF BUSINESS, LOST REVENUE, LOST PROFITS, LOSS OF USE, LOSS OF DATA OR OTHER ECONOMIC ADVANTAGES) HOWEVER THEY ARISE, WHETHER FOR BREACH OR IN TORT, EVEN IF BIG RED PIN INC. HAS BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

#### Indemnity

You agree to indemnify and hold harmless Big Red Pin Inc. and its subsidiaries, affiliates, officers, agents, co-branders, licensees, or other partners and employees from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of: (a) content you submit, post, transmit or otherwise make available through the Service; (b) your use of the Service; (c) your violation of these Terms of Service; (d) your violation of the AUP; (e) your violation of any rights of another; and (f) use of your account and any sub-account, whether or not such usage is expressly authorized by you.

#### Liability of User

YOU MUST MAINTAIN SOLE RESPONSIBILITY FOR ADEQUATE PROTECTION AND BACKUP OF DATA AND/OR EQUIPMENT USED IN CONNECTION WITH THE SERVICE AND/OR MATERIALS AND USE OF SAID SERVICE AND/OR MATERIALS, AND WILL NOT MAKE A CLAIM AGAINST BIG RED PIN INC. FOR LOST DATA, REVENUE, TIME, INACCURATE OUTPUT, WORK DELAYS OR LOST PROFITS RESULTING FROM: YOUR USE OF THE SERVICE AND MATERIALS; AND/OR INTERRUPTION OF SERVICES REGARDLESS OF CAUSE; YOU AGREE TO DEFEND, INDEMNIFY, AND HOLD HARMLESS BIG RED PIN INC. (INCLUDING ITS PARENT AND AFFILIATE COMPANIES, EMPLOYEES, OFFICERS, DIRECTORS AND AGENTS) FROM, AND YOU COVENANT NOT TO SUE BIG RED PIN INC. FOR, ANY CLAIMS BASED ON, OR STEMMING FROM, YOUR USE OF THE SERVICE AND MATERIALS.

#### Local Laws; Export Control

Big Red Pin Inc. and/or the applicable Third Party Provider control and operate this Service from its or their headquarters in various locations in the United States of America and makes no representation that these Materials or the Service are appropriate or available for use in other locations. If you use this Service or the Materials from other locations, you are responsible for compliance with applicable local laws including but not limited to the export and import regulations of other countries. Unless otherwise explicitly stated, all marketing or promotional materials provided with or through the Service or the Service are solely directed to individuals, companies, or other entities located in the United States of America. You acknowledge and agree that Materials are subject to the U.S. Export Administration Laws and Regulations. Diversion of such Materials contrary to U.S. law is prohibited. You agree that none of the Materials, nor any direct product there from, is being or will be acquired for, shipped, transferred, or re-exported, directly or indirectly, to proscribed or embargoed countries or their nationals, nor be used for nuclear activities, chemical biological weapons, or missile projects unless authorized by the U.S. Government. Proscribed countries are set forth in the U.S. Export Administration Regulations. Countries subject to U.S. embargos are: Cuba, Iran, Iraq, Libya, North Korea, Syria, and the Sudan. This list is subject to change without further notice from Big Red Pin Inc., and you must comply with the list as it exists in fact. You certify that you are not on the U.S. Department of Commerce's Denied Persons List or affiliated lists or on the U.S. Department of Treasury's Specially Designated Nationals List. You agree to comply strictly with all U.S. export laws and assume sole responsibility for obtaining licenses to export or re-export as may be required.

#### U.S. Government Rights

The Materials on this Service are provided with the following restrictions: use, duplication, or disclosure by the U.S. Government is subject to the restrictions set forth in the FAR 52.227-19 (June 1987), FAR 52.227-14 (ALT II & ALT III (June 1987), or if DOD, as specified in DFARS 252.7202-1(a) and 252.7202-3(a) and vendor's applicable license terms, and DFARS 252.227-7013 (Nov 1995) and 252.227-7014 (Nov 1995), as applicable. Use of the Materials by the U.S. Government constitutes acknowledgment of Big Red Pin Inc. and/or the Third Party Provider's proprietary rights in them.

#### General

This Service could include inaccuracies or typographical errors. Any action related to these Terms will be governed by New Jersey law and controlling U.S. federal law. No choice of law rules of any jurisdiction will apply. These terms provide basic guidelines for your use of the Service, and will be enforced in conjunction with other Terms of Service or account agreement, if any, that govern Big Red Pin Inc. products or services that you use or that you have purchased. In the event that any provision of these Terms shall be rendered invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable any other provision of these Terms and these Terms shall continue in full force and effect and be construed as if they did not contain the invalid or unenforceable provision.

#### Infringement of Intellectual Property Rights

You are prohibited from infringing, publishing, submitting, copying, uploading, downloading, posting, transmitting, reproducing, or distributing software, video or audio content, or any other material that is protected by copyright, trademark, patent, trade secret, any other type of intellectual property rights, trademark laws (by rights of privacy or publicity), or other proprietary right of any party unless you own or control the rights thereto or have received all necessary consent to do the same. This prohibition includes the use of any material or information including images or photographs that are made available through a Big Red Pin Inc. site or Services). More information is available about copyright protection practices under the Digital Millennium Copyright Act (DMCA) of 1998.

#### ACCEPTABLE USE POLICY

The Big Red Pin Inc. Acceptable Use Policy is designed to help protect Big Red Pin Inc. assets, the assets of its Customers, and the Internet community, from irresponsible or illegal activities of Big Red Pin Inc. Customers and its Users. These activities may disrupt or degrade Big Red Pin Inc. Services, pose a threat to Big Red Pin Inc.'s assets, expose Big Red Pin Inc. (or other providers of Services) to claims or both or criminal liability or other legal sanctions. Moreover, because of various conventions used in the industry (including blocking, filtering, and disinfecting) these activities may impair Big Red Pin Inc.'s ability to interconnect with other providers of Service. These activities may relate to the content stored or transmitted by customers or to the users or to the nature of the transmissions themselves such as sending large numbers of unsolicited messages (spam). Customers are responsible for avoiding the prohibited activities and strictly following the AUP terms set forth herein.

#### AUP Coverage

The Big Red Pin Inc. Acceptable Use Policy ("AUP") applies to the services that provide (or include) access to the Internet, services provided over the Internet (collectively "Services"). Customer is responsible for the actions of others who may be using the Service(s) under Customer's account. It is Customer's obligation to take whatever measures are necessary to protect access to Customer's account (e.g., to keep the access password secure). If a Customer or its User(s) violate the AUP, Big Red Pin Inc. may, depending on the nature and severity of the violation, suspend or terminate service, as specified below. Customer may have access through the Big Red Pin Inc. Network(s) and Service(s) to search engines, subscription web services, chat areas, bulletin boards, web pages, USENET, or other services that



- Using manual or electronic means to avoid any use limitations placed on the Services;
- Gaining unauthorized access to private networks;
- Violating rules, regulations, and policies applicable to any network, server, computer database, website, or ISP that you access through the Service(s).

**Network Usage**

Where a Big Red Pin Inc. Service account, service or feature description specifies limits on bandwidth, disk utilization, simultaneous connections, and/or aggregate data download or upload, use in excess of those limits is not permitted without an appropriate change in account type or status and may incur additional charges for such usage.

Bandwidth, disk utilization, simultaneous connections, and aggregate data downloads/uploads will be computed or determined by Big Red Pin Inc. from time to time in developing its product and service offerings. In the event Big Red Pin Inc. determines that an account is exceeding the relevant bandwidth, disk utilization, aggregate data download/upload limits, simultaneous connections, or reasonable session times, the account owner will generally be notified by e-mail. If the excess use continues after such notification, the owner may be requested to upgrade the type of account or to modify the activity creating the excess use, or the account may be terminated.

If excessive bandwidth, disk space utilization, simultaneous connections, aggregate data download or upload, or session length is determined to adversely affect Big Red Pin Inc.'s ability to provide services, immediate action may be taken. The account owner may be notified by e-mail as soon as practical thereafter.

**Customer Responsibilities**

Customer remains solely and fully responsible for the content of any material posted, hosted, downloaded/uploaded, created, accessed, or transmitted using the Service(s). Big Red Pin Inc. takes no responsibility and assumes no liability for any material created or accessible on or through the Big Red Pin Inc. Network(s) using Service(s), or for any mistakes, defamation, slander, libel, omissions, falsehoods, obscenity, pornography, or profanity Customer (or its Users) may encounter. As the provider of Service(s), Big Red Pin Inc. is only a forum and is not liable for any statements, representations, or content provided by the users of Services in any public forum. Big Red Pin Inc. shall not be obligated to monitor or exercise any editorial control over such material, but reserves the right to do so. In the event that Big Red Pin Inc. becomes aware that any such material may violate this AUP, other applicable terms of use or contract provisions, and/or expose Big Red Pin Inc. to civil or criminal liability, Big Red Pin Inc. reserves the right to block access to such material and suspend or terminate the Service of any user creating, storing, or disseminating such material. Big Red Pin Inc. further reserves the right to conduct investigations into fraud, violations of the Terms of Service, this AUP or other laws or regulations, and to cooperate with legal authorities and third parties in the investigation of alleged wrongdoing, including disclosing the identity of the user that Big Red Pin Inc. deems responsible for the wrongdoing.

Customer agrees to indemnify and hold Big Red Pin Inc. harmless from any claim, demand, loss, or damage (including attorneys' fees) made by any third party against Big Red Pin Inc. as a provider of the Service(s) arising out of or relating to any violation(s) of this AUP by Customer (or its Users).

**Incident Reporting**

Any complaints (other than claims of copyright or trademark infringement) regarding violation of this AUP by a Big Red Pin Inc. Customer (or its User) should be directed to abuse@bigredpin.com. Where possible, include details that would assist Big Red Pin Inc. in investigating and resolving such complaint (i.e. expanded headers and a copy of the offending transmission).

**Revisions to the AUP**

Big Red Pin Inc. reserves the right to modify its Acceptable Use Policy at any time, and effective when posted to Big Red Pin Inc. Notice of any change to this AUP may also be provided to a Customer via electronic mail. It is your responsibility to notify Big Red Pin Inc. of any change of address. You must respond in a timely manner to complaints concerning misuse of the Service(s) obtained from Big Red Pin Inc. Failure to responsibly manage the use of the Service(s) obtained from Big Red Pin Inc. may cause for termination of Service(s) to you, and, depending upon the terms under which you acquired your Service(s), could lead to the imposition of termination fees.

**Foreign/Personal Network Exemption**

Big Red Pin Inc. will not be held liable for any reduction, interference, suspension, in transmission speeds from the network which may be caused by: a) the use or discovery of personal MIFI/Hotspot transmissions, whether utilized by an attendee, exhibitor, vendor, or show management or employee of show management; b) the use or discovery of any networks not implemented by Big Red Pin Inc. by any of the above mentioned entities; c) the use or discovery of any devices, utilized by any of the above mentioned entities, that broadcast an SSID (Service Set Identifier), that may inhibit the network's performance to a reasonable standard. You agree that the discovery of any violation of this clause will nullify your ability to seek any refunds or exchanges for purchased services, due to factors beyond Big Red Pin Inc.'s control.

By initiating page one, you acknowledge that you have read and understand the terms on page two, and by signing page two, you acknowledge and understand the conditions set forth on page one.

**Contact**

Please direct any questions to:

Big Red Pin Inc.  
28 May Street, Suite A  
Edison, NJ 08837  
info@bigredpin.com



**Authorized Signature**

**Date**

**Spam/E-mail/Usenet Abuse**

Violation of the CAN-SPAM Act of 2003, or any state or federal law regulating e-mail services, constitutes an automatic violation of this AUP and Big Red Pin Inc. reserves the right to seek damages and other available relief against Customer, as applicable.

Spam/E-mail/Usenet Abuse is prohibited on Big Red Pin Inc. Services. Examples of Spam/E-mail/Usenet Abuse include but are not limited to the following activities:

- Sending unsolicited electronic mail messages and "mail-bombing" (sending mass unsolicited e-mail messages to a single user, or group of users, commercial or otherwise, or deliberately sending very large attachments to one recipient) using Service(s) are prohibited;
- Using another site's mail server to relay mail without the express permission of the site;
- Using another computer, without authorization, to send multiple e-mail messages or to retransmit e-mail messages for the purpose of misleading recipients as to the origin;
- Using IP addresses that the Customer does not have a right to use;
- Collecting the responses from unsolicited electronic messages;
- Maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages;
- Spamming, or sending unsolicited commercial e-mail, sending unsolicited electronic messages with petitions for signatures, or any chain mail related materials, or requests for charitable donations;
- Sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the Big Red Pin Inc. Services or the Internet (e.g., through language, frequency, size or otherwise);
- Sending bulk (i.e., twenty-five or more recipients) electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender;
- Using distribution lists containing addresses that include false or have expired mail;
- Sending electronic messages that do not accurately identify the sender, the sender's return address, the e-mail address of origin, or other information contained in the subject line or header;
- Forging headers or identifiers in order to disguise the origin of e-mail;
- Use of redirect links in unsolicited commercial e-mail to advertise a website or service;
- Posting a single message or messages to online forums or newsgroups, that could reasonably be expected to provoke complaints;
- Posting messages to or canceling or superseding messages on an online forum or newsgroup in a manner that violates the rules of the forum or newsgroup or that contain forged header information;
- Sending bulk electronic messages in quantities that exceed standard industry norms or that create the potential for disruption of the Big Red Pin Inc. network or of the networks with which Big Red Pin Inc. interconnects;
- Intercepting, redirecting or otherwise interfering or attempting to interfere with e-mail intended for other parties;
- Intercepting any other author attributions, legal notices, or proprietary designations or labels in a file that the user mails or sends;
- Using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam;

Spam Damages: Because spam related damages are often difficult to quantify, in those cases where the actual damages cannot be reasonably calculated, Big Red Pin Inc. reserves the right to seek from the Customer liquidated damages in the amount of five dollars (\$5.00) for each piece of "spam" or unsolicited bulk e-mail transmitted from or otherwise connected with Customer's account, in addition to any other rights and remedies Big Red Pin Inc. may have in contract, law, and equity.

**Security Violations**

It is Customer's responsibility to ensure the security of its network and the machines that connect to and use Service(s). You are responsible for configuring and securing your services to prevent damage to the Big Red Pin Inc. Network(s) and/or the disruption of Service(s) to other customers, and ensuring that your customers and users use the Service(s) in an appropriate manner. Customer is required to take all necessary steps to manage the use of the Service(s) in such a manner that network abuse is prevented or minimized to the greatest extent possible. It is Customer's responsibility to take corrective actions on vulnerable or exploited systems to prevent continued abuse. Violations of system or network security are prohibited and may result in criminal and/or civil liability.

Big Red Pin Inc. Services may not be used to interfere with, to gain unauthorized access to, or otherwise violate the security of Big Red Pin Inc. or another party's server, network, personal computer, network access or control devices, software or data, or other system, or to attempt to do any of the foregoing. Examples of violations of system or network security include but are not limited to:

- Intercepting, interfering with or redirecting e-mail intended for third parties, or any form of network monitoring, scanning or probing, or other action for the unauthorized interception of data or harvesting of e-mail addresses;
- Hacking - attempting to attack, breach, circumvent, or test the vulnerability of the user authentication or security of any host, network, server, personal computer, network access or control devices, software or data, or other system, or to attempt to do any of the foregoing. Examples of impersonating others in order to obtain another user's account password or other personal information;
- Using the Service(s) to deliver spyware, or secretly or deceptively obtain the personal information of third parties (phishing, etc.) or engage in modem hijacking;
- Using any program, file, script, command or the transmission of any message or content of any kind, designed to interfere with a terminal session or the access or use of the Internet or any other means of communication;
- Distributing or using tools designed to compromise security, including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);
- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network; this would include use of sniffers or SNMP tools;
- Falsifying packet headers, sender, or user information whether in whole or in part to mask the identity of the sender, originator or point of origin;
- Knowingly uploading or distributing files that contain viruses, Trojan horses, worms, time bombs, cancel bots, corrupted files, or any other similar software or programs that may damage the operation of another's computer or property of another;
- Engaging in the transmission of pirated software;
- With respect to dial-up accounts, using any software or device designed to defeat system time-out limits or to allow your account to stay logged on while you are not actively using the Big Red Pin Inc. Service(s) or using your account for the purpose of operating a server of any type;

**Unlawful Activities**

Big Red Pin Inc. Services shall not be used in connection with any criminal, civil, or administrative violation of any applicable local, state, and provincial, federal, national or international law, treaty, court order, ordinance, regulation, or administrative rule.

By using the Service(s), Customer represents and warrants to Big Red Pin Inc. that Customer (and its Users) are not residents of any country or affiliated with any organization prohibited to do business within the United States as defined and set forth at <http://www.treas.gov/ofac> and <http://www.dhs.gov/e/india.php/the-dented-persons-list>. Accounts registered using false or misleading information may be terminated immediately and without notice.

**Offensive or Threatening Material or Content**

Big Red Pin Inc. Services shall not be used to host, post, transmit, or re-transmit any content or material that is threatening, harassing, obscene, indecent, hateful, malicious, racist, fraudulent, deceptive, invasive of privacy or publicity rights, abusive, inflammatory, or otherwise harmful or offensive to third parties, treasonous, excessively violent or promotes the use of violence, or provides instruction, information or assistance in causing or carrying out violence against any government, organization, group or individual, or provides guidance, information or assistance with respect to causing damage or security breaches to Big Red Pin Inc. Network(s) or to the network of any other service provider. Customer shall not create or attempt to utilize a domain name that is fraudulent, indecent, offensive, threatening, abusive or harassing.

**Interaction with Minors**

Big Red Pin Inc. has a zero tolerance policy regarding use of its Service to engage in inappropriate conduct with a minor (anyone under 18 years of age). You shall not knowingly collect or solicit personal information from a minor without the express consent of the parent or guardian of the minor, nor shall you use this Service to harm or intimidate a minor. Big Red Pin Inc. complies with all federal and state laws pertaining to the protection of minors, including the reporting of all apparent cases of child pornography or exploitation to the National Center for Missing and Exploited Children. For more information about online safety, visit [www.ncmec.org](http://www.ncmec.org).

promulgate rules, guidelines or agreements to govern their use. Failure to adhere to any such rules, guidelines, or agreements shall be a violation of this AUP.

Big Red Pin Inc. is aware that some of its Customers' information reaching Big Red Pin Inc. Network(s) or facilities from those Customers may have originated from the Big Red Pin Inc. Customer or from other third-party. Big Red Pin Inc. reserves the right to take action against Big Red Pin Inc. Customer and directly against such Customers' subscribers, even though the Big Red Pin Inc. corrective action may affect other non-offending subscribers of the Big Red Pin Inc. Customer.

**AUP Enforcement and Notice**

Customer's failure to observe the guidelines set forth in this AUP may result in Big Red Pin Inc. taking actions anywhere from a warning to a suspension of privileges or termination of your Service(s). Big Red Pin Inc. reserves the right, but does not assume the obligation, to strictly enforce the AUP. When feasible, Big Red Pin Inc. may but is not obligated to provide Customer with notice of an AUP violation via e-mail or otherwise and demand that such violation is immediately corrected.

However, Big Red Pin Inc. reserves the right to act immediately and without notice to suspend or terminate Service(s) in response to a court order or other legal requirement that certain conduct should be stopped or when Big Red Pin Inc. determines, in its sole discretion, that the conduct may: (1) expose Big Red Pin Inc. to sanctions, prosecution, civil action or any other liability, (2) cause harm to or interfere with the integrity or normal operations of Big Red Pin Inc. Network(s) or facilities, (3) interfere with another person's use of Big Red Pin Inc. Service(s) or the Internet, or (4) otherwise present a risk of harm to Big Red Pin Inc. or Big Red Pin Inc. Customers or other parties Big Red Pin Inc. interconnects with.

Big Red Pin Inc.'s decisions with respect to interpretation of the AUP and appropriate remedial actions are final and determined by Big Red Pin Inc. in its sole discretion. Big Red Pin Inc. may refer potential violations of law(s) to the proper authorities, may cooperate in the investigation of any suspected criminal or civil wrongdoing, and will cooperate with authorities when required to do so by law, subpoena, or when the public safety is at stake. Big Red Pin Inc. assumes no obligation to inform you that your information has been disclosed, and, in some cases, may be prohibited by law from providing such notice.

Big Red Pin Inc. does not, as an ordinary practice, proactively monitor the activities of those who use its Service(s) or exercise any editorial control over any material transmitted, hosted, or posted using Service(s) to ensure that its Customers comply with the AUP and/or the law, although it reserves the right to do so. If Big Red Pin Inc. is alerted to violations or potential violations of this AUP, Big Red Pin Inc. will take whatever measures it deems necessary and appropriate to stop or prevent such violations including the actions described in this AUP. For example, Big Red Pin Inc. may in its sole discretion refuse to transmit, screen, or edit content prior to delivery of the Service(s), block access to certain categories of numbers or certain sites as Big Red Pin Inc. determines needed to enforce these policies.

If your Service is suspended or terminated for any AUP violation, you must get written approval from Big Red Pin Inc. (outside of the normal ordering process) prior to reactivating or ordering new Service. In any case, Big Red Pin Inc. may, in its discretion, decline to reinstate your Service. If Big Red Pin Inc. approves you for reinstatement or new Service, set-up fees, reactivation fees, or deposits may apply. If Big Red Pin Inc. discovers that you have renewed Service, or ordered new Service, following termination for an AUP violation without the prior written consent of Big Red Pin Inc., it may terminate your Service without further notice. In such cases, you are responsible for any applicable early termination charges.

Big Red Pin Inc. will not issue any refunds, credits or other forms of compensation for the period when Service(s) have been suspended as a result of violation(s) or alleged violation(s) of this AUP.

Big Red Pin Inc. shall not be liable for any damages of any nature suffered by any Customer, User, or Third Party resulting in whole or in part from Big Red Pin Inc.'s exercise of its rights under this AUP.

**Prohibited Actions**

Big Red Pin Inc. respects freedom of expression and believes it is a foundation of a free society to express differing points of view. Big Red Pin Inc. will not terminate, disconnect or suspend service because of the views you or we express on public policy matters, political issues or political campaigns. Big Red Pin Inc. is committed at all times, however, to complying with the laws and regulations governing use of the Internet and e-mail transmissions and to preserving for all of its Customers the ability to use Big Red Pin Inc. Network(s) and the Internet without interference or harassment from other users. Big Red Pin Inc. prohibits use of its Services in any way that is unlawful, interferes with use of Big Red Pin Inc. Network(s) or the Internet, interferes in any way with the usage or enjoyment of services received by others, infringes intellectual property rights, results in the publication of threatening or offensive material, constitutes Spam/E-mail/Usenet abuse, or presents security or privacy risks. Customer will not resell or provide Service(s) to unauthorized third parties, whether as part of a commercial enterprise or otherwise.

Customer is prohibited from engaging in any other activity, whether legal or not, that Big Red Pin Inc. determines, in its sole discretion, to be harmful to its subscribers, operations, Network(s).

**Unlawful Activities**

Big Red Pin Inc. Services shall not be used in connection with any criminal, civil, or administrative violation of any applicable local, state, and provincial, federal, national or international law, treaty, court order, ordinance, regulation, or administrative rule.

By using the Service(s), Customer represents and warrants to Big Red Pin Inc. that Customer (and its Users) are not residents of any country or affiliated with any organization prohibited to do business within the United States as defined and set forth at <http://www.treas.gov/ofac> and <http://www.dhs.gov/e/india.php/the-dented-persons-list>. Accounts registered using false or misleading information may be terminated immediately and without notice.



FROM \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHOW NJ Accounting & Business Technology Show  
BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_  
c/o  **SMG**  
**Exposition Services**  
ADDRESS: c/o SMG @ UPS Freight  
280 Moonachie Ave.  
Moonachie, NJ 07074

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Moonachie, NJ 07074



FROM \_\_\_\_\_  
\_\_\_\_\_

SHOW NJ Accounting & Business Technology Show  
BOOTH No. \_\_\_\_\_

TO \_\_\_\_\_  
c/o  **SMG**  
**Exposition Services**  
ADDRESS: \_\_\_\_\_  
355 Plaza Drive  
Secaucus, NJ 07094

DIRECT FREIGHT

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\_\_\_\_\_

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