

7th Annual

2015 New York Accounting Technology

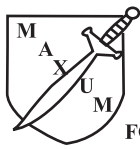
Show & Conference

April 29-30, 2015 Pennsylvania Hotel, NYC

MAYUM EXPO SERVICES

**PLEASE EMAIL ORDERS TO:
deberhardt@maxumexpo.com or place
your orders online and access all
exhibitor information from our online
ordering system
<https://maxum.boomerecommerce.com>**

EXHIBITOR SERVICE KIT



MAXUM
EXPO SERVICES, LLC
FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

7th Annual

2015 New York Accounting Technology

Show & Conference

April 29-30, 2015 Pennsylvania Hotel, NYC

Phone: (856)-579-8454 Fax: (856)-579-8454

Pennsylvania Hotel
New York, New York

Dear Exhibitor:

This Exhibitor Services Manual provides you with general information with shipping instructions to the conference, and includes forms for booth rentals and furnishings, plus services that you may require for your exhibit. There are several different vendors providing services for the **2015 New York Accounting Technology Show & Conference**. Please read each order form carefully, and submit your orders to proper vendors.

All questions regarding the policies, space assignments, display limitations, and event schedules, should be directed to:

Russell E Flagg

Flagg Management Inc.

353 Lexington Ave

New York, NY 10016

Phone: (212)-886-0333

Fax: (212) 286-0086

Email: flaggmgmt@msn.com

All questions regarding shipping, storage, furniture, booth cleaning, carpet, labor, electric, flowers, photography, telephone service, audio visual/computer equipment in your booth, should be directed to the appropriate support contractors shown within or:

Danielle Eberhardt-Inkster

MAXUM Expo Services

P.O. Box 54

Mount Ephraim, NJ 08059

Phone: 856-579-8344

Fax: 856-579-8454

Email: deberhardt@maxumexpo.com

The MAXUM Expo Service (MES) order forms are to be returned to our office and the others to the specific contractor who is providing the service.

PLEASE NOTE: To order MES services and products, please follow these steps:

* Look through the forms in this manual to find the products that best meet your needs. MES offers a hard wall modular exhibit system that you can customize to fit your exhibition requirements. You will find prices for these rental products on the Rental Exhibit Order Form.

* Locate the Labor and Freight Order Form to compute charges for Material Handling (drayage) and labor.

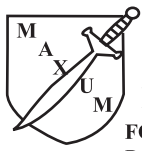
* **All Exhibitors must complete the Payment Policies and Credit Card Information section of the Order Form.**

Complete all order forms for the services you order. Compute your total charges on the Order Recap Form and submit that form along with your order to our Exhibitor Service Department for processing. Please be sure to complete and return the Order Confirmation section of the Order Form so that we can confirm receipt of your order.

Please review our payment policy carefully. MAXUM Expo Services requires payment in full at the time you place your order. For your convenience, we accept credit card orders via email or place your order online. If you wish to pay by check, please mail your order, along with payment, in plenty of time to take advantage of discount prices. Discount prices apply only to those orders received and paid for in full by **Monday, April 13, 2015** the Discount Deadline Date.

Sincerely,
Exhibitor Service Department
MAXUM Expo Services

Visit us at www.maxumexpo.com



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For ALL Order forms, the Discount Deadline Date is: **Monday, April 13**
Order Forms are **Highlighted in RED**

Introduction Letter From MAXUM Expo Service

Table of Contents

General Show Information

Ordering Procedures & Helpful Hints

Credit Card Authorization (**ALL EXHIBITORS MUST COMPLETE THIS FORM**)

Order Form - Rental Exhibit

Order Form - Standard Booth Furnishings

Order Form - Carpet and Cleaning

Order Form - Floral

Order Forms - Labor / MES Supervision Information

Freight FAQ's & Handling Hints

Order Form - Freight

Freight Rates and Shipping Instructions / Limits of Liability

Move - Out Information (Bill of Lading - Return Shipping)

Advance Shipping Labels / Direct Shipping Labels

Order Form - Order Recap and Confirmation

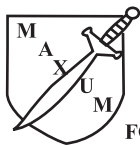
Exhibitor Appointed Contractor Form

Third Party Payment Agreement

Exhibitor Manual Survey

Exhibitor Safety & Security

Union Rules and Regulations



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Event Location	Event Dates
Pennsylvania Hotel 401 7th Avenue New York, New York 10001	April 28, 2015 Thru April 30, 2015
EXHIBITOR MOVE-IN	

Exhibitors may begin moving in according to the following date(s) and time(s):

Tuesday, April 28, 2015 - From 11am - 6pm

PLEASE NOTE: Overtime rates apply before 8am and after 4:30 PM and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price list in this Manual for rates and budget accordingly

DESIGNATED SHOW HOURS

Wednesday, April 29
 9:30am - 4:00 pm

Thursday, April 30
 9:30am - 4:00 pm

EXHIBITOR MOVE-OUT

Exhibitors may begin moving out according to the following date(s) and time(s):

Thursday, April 30, 2015
4:00 pm - 8:00 pm

Outside carriers must be checked in by **Thursday, April 30, 2014 at 6:30 pm**
 Please see the Move-Out Information sheet in this manual for more information.

Please Note: Overtime rates apply after 4:30 PM and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price List in this manual and budget accordingly.

STANDARD BOOTH EQUIPMENT

Each 8 x 10 booth includes the following standard equipment:

- 8' High Backwall – Black
- 3' High Siderails – Black
- 1 – 7" x 44" Identification Sign
- 1 - 6' skirted table, 2 - padded side chair

For security reasons, the exhibit hall will be closed at 6:00 PM during Installation and Dismantle. If the exhibitor has to work past the 6:00 PM closing time, an After Hours Pass will be necessary for all days.

Exhibitors DO NOT have 24 hour access to the exhibit hall.

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The Order Form for services provided by MAXUM Expo Services consists of several forms. Please complete the parts of each section that apply to your order, and return the completed pages to MAXUM Expo Services for processing. It is not necessary to return pages for services you did not order.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

All Exhibitors or third parties responsible for payment for services ordered must complete this section. A credit card authorization must be on file with MAXUM Expo Services prior to move in to cover any additional charges incurred at show site. Orders will not be processed without this information.

Early order discounts are available to all exhibitors who place their orders prior to the discount deadline shown on the order form.

Orders cancelled prior to move-in will be refunded at 100%. Cancellations after move-in begins are invoiced at 50% of original price

No adjustments will be made after the close of the show.

BOOTH FURNISHING

Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.

All prices are in U.S. dollars (\$).

All rental items are subject to applicable taxes.

All rental items remain the property of MAXUM Expo Services.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, MES is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to dock for return shipment at the end of the show.

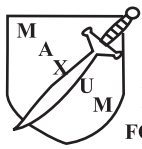
ORDER RECAP AND CONFIRMATION

The Order Recap Form gives you the opportunity to double check your order proactive planning can save you valuable time and money on the show floor.

Our Exhibitor Service Representatives will gladly confirm your order be sure to complete the Order Confirmation Request Form and return it to MAXUM Expo Services along with your order

Visit us at www.maxumexpo.com

Payment Policies and Procedures



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Booth Number: _____

YOU MUST COMPLETE THE FOLLOWING SECTION. A CREDIT CARD AUTHORIZATION MUST BE PLACED ON FILE WITH MAXUM EXPO SERVICES, TO COVER ANY ADDITIONAL EXPENSES INCURRED AT SHOW SITE.

Name: _____ Company Name: _____

Address: _____

City _____ State/Country _____ Zip/Post Code: _____

Phone: _____ Fax: _____ Email: _____

Name of person card: _____
 (if different from person filling out the form)

Credit Card Authorization

VISA

Mastercard

American Express

Credit Card Number: Expiration Date
 3 - 4 Digit Security code

Cardholder's Billing Address: For purposes of bank validation, please provide the cardholder's complete billing address, **if different from the above address:**

Address: _____

City _____ State/Country _____ Zip/Post Code: _____

Card Holder: _____ Signature: _____

Other method of Payment: Check # _____ Dated: _____ / _____ / _____

FOR YOUR CONVENIENCE, ANY SHOW SITE BALANCES OR CHARGES FOR OUTBOUND LABOR, FREIGHT OR MISCELLANEOUS ITEMS NOT PAID BEFORE SHOW CLOSING WILL BE CHARGED TO YOUR CREDIT CARD AT THE CLOSE OF THE SHOW. ADJUSTMENTS TO YOUR ACCOUNT CAN BE MADE AFTER SHOW CLOSING.

Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. dollars drawn on a U.S. bank) Visa, MasterCard and American Express. Tax-exempt - If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.

Third-Party Payment: If you have arranged for an exhibit house to handle payment of your bill, the Third-Party Payment Information Page of this Order Form must be completed. As the exhibitor, you are responsible for all charges incurred at the show should your display house fail to meet the required payment terms explained above. Please provide the information requested regarding the third party handling payment of your bill on page two of this section.

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Credit Card Authorization Form



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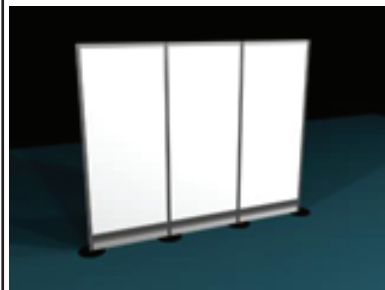
Show & Conference

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Phone: (856)-579-8344 Fax: (856)-579-8454

Deadline: Monday, April 13

Booth Number: _____



A. 3 Panel Hardwall
 Price: \$895.00

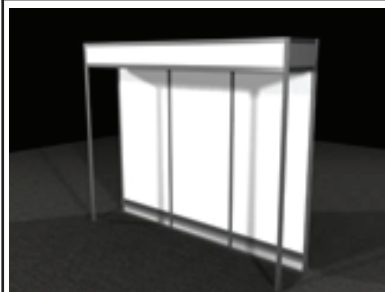
Includes:
 Carpet
 1 - 6' 30" Skirted Table
 2 Side Chairs

Please select your panel color: White Black

Please Circle skirt color:
 Black Blue Grey Green Red White

Please Circle Carpet color:
 Black Blue Grey Green Red

QTY



B. 10 x 10 Rental Unit
 Price: \$1,500.00

Includes:
 Carpet to fit booth space
 1 - 6' 30" Skirted Table
 2 - Side Chairs
 2 - Clip on light fixtures
 1 - Header with Company Name in
 Block Letters

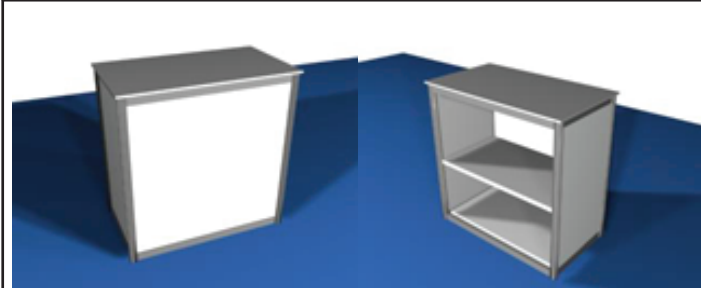
Please select your panel color: White Black

Please Circle skirt color:
 Black Blue Grey Green Red White

Please Circle Carpet color:
 Black Blue Grey Green Red

QTY

Header Copy: _____



C. Rectangular Counter
 Price: \$295.00

Includes:
 Interior shelving

NON-LOCKING

Please select your panel color:
 White Black

Dimensions:
 39" wide x 18" deep x 42" tall

QTY



D. Curved Counter
 Price: \$395.00

Includes:
 Interior Shelving

NON-LOCKING

Please select your panel color:
 White Black

Dimensions:
 39" wide x 18" deep x 42" tall

QTY



E. 10'W x 8'H Cloth Banner
 Price: \$895.00

Includes:
 1 - 6' x 30" Skirted Table
 2 - Side Chairs

You own the banner once complete
 *Call for pricing for reuse on other MAXUM Events

Artwork needed in Adobe Photoshop
 or Adobe Illustrator .eps format
 Text converted to curves
 Minimal 2 week lead time

QTY

Orders for all items on THIS page, are subject to a 30% processing fee for orders placed AFTER the deadline date. Once order is placed and confirmed, no refunds will be given for cancellation due to all items being made to order.

All rental units pricing includes installation and dismantle labor

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Rental Booth Order Form



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Draped Display Tables: Draping includes white vinyl top & 3 sides

Select Your Skirt Color Here

Blue	Burg	Gray	Red	Black	White	Green

30" High Tables	QTY	Discount Rate	Standard	Total
2' x 4' x 30"	()	\$ 125.00	\$ 155.00	
2' x 6' x 30"	()	\$ 135.00	\$ 168.00	
2' x 8' x 30"	()	\$ 160.00	\$ 199.00	
4th side Draping	()	\$ 58.00	\$ 72.00	

Select Your Skirt Color Here

Blue	Burg	Gray	Red	Black	White	Green

42" High Tables	QTY	Discount Rate	Standard	Total
2' x 4' x 42"	()	\$ 149.00	\$ 186.00	
2' x 6' x 42"	()	\$ 161.00	\$ 198.00	
2' x 8' x 42"	()	\$ 185.00	\$ 230.00	
4th side Draping	()	\$ 74.00	\$ 94.00	

Undraped Tables	QTY	Discount Rate	Standard	Total
30" high				
2' x 4' x 30"	()	\$ 60.00	\$ 75.00	
2' x 6' x 30"	()	\$ 65.00	\$ 80.00	
2' x 8' x 30"	()	\$ 70.00	\$ 85.00	
42" High				
2' x 4' x 42"	()	\$ 75.00	\$ 90.00	
2' x 6' x 42"	()	\$ 85.00	\$ 95.00	
2' x 8' x 42"	()	\$ 90.00	\$ 100.00	

Seating	QTY	Discount Rate	Standard	Total
Arm Chair	()	\$ 80.00	\$ 96.00	
Side Chair	()	\$ 75.00	\$ 90.00	
Padded Stool	()	\$ 90.00	\$ 110.00	

Accessories	QTY	Discount Rate	Standard	Total
Literature Rack	()	\$ 75.00	\$ 93.00	
Pedestal Table A - 30" high	()	\$ 80.00	\$ 99.00	
Pedestal Table B - 42" high	()	\$ 95.00	\$ 115.00	
Waste Basket	()	\$ 25.00	\$ 30.00	
Easel	()	\$ 45.00	\$ 54.00	
Fish Bowl	()	\$ 28.00	\$ 35.00	
Bag Rack	()	\$ 56.00	\$ 70.00	

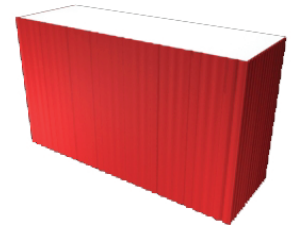
Booth Number: _____

Company Name: _____

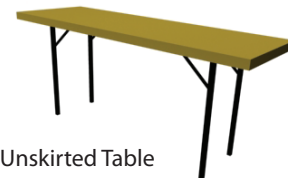
Discount Deadline:
Monday, April 13



30" Draped Table



42" Draped Table



Unskirted Table



Side Chair



Arm Chair



Padded Stool



Literature Rack



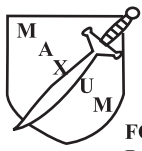
A- 30" High



B - 42" High

Standard Booth Furnishings

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Discount Deadline:
Monday, April 13

Booth Number: _____

Company Name: _____

Carpet	QTY	Discount Rate	Standard Rate	Total
--------	-----	---------------	---------------	-------

Price includes installation & taping front edge

No guarantee of color match when ordering multiple carpets

8'x 10'	()	\$ 145.00	\$ 181.00	<input type="text"/>
8' x 20'	()	\$ 290.00	\$ 363.00	<input type="text"/>
8' x 30'	()	\$ 435.00	\$ 544.00	<input type="text"/>
8' x 40'	()	\$ 545.00	\$ 682.00	<input type="text"/>

Please Select Color:

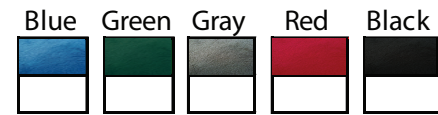


Custom Carpet		Discount Rate	Standard Rate	Total
---------------	--	---------------	---------------	-------

Booth Size:

_____ ft x _____ ft = _____ sq ft	\$ 2.84	\$ 3.55	<input type="text"/>
(100 sq ft minimum)	per Sq Ft	per Sq Ft	

Please Select Color:



Carpet Padding		Discount Rate	Standard Rate	Total
----------------	--	---------------	---------------	-------

Booth Size:

_____ ft x _____ ft = _____ sq ft	\$ 1.70	\$ 2.30	<input type="text"/>
(100 sq ft minimum)	per Sq Ft	per Sq Ft	

Visqueen (poly covering)		Discount Rate	Standard Rate	Total
--------------------------	--	---------------	---------------	-------

Booth Size:

_____ ft x _____ ft = _____ sq ft	\$ 0.20	\$ 0.30	<input type="text"/>
(100 sq ft minimum)	per Sq Ft	per Sq Ft	

Booth Cleaning		Discount Rate	Standard Rate	Total
----------------	--	---------------	---------------	-------

Daily Vacuuming	\$ 0.30	\$ 0.35
One time only before show opening	\$ 0.40	\$ 0.45
Shampoo (available upon request)	\$ 0.45	\$ 0.55

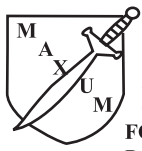
Booth Size:

_____ ft x _____ ft = _____ Total sq ft
 (100 sq ft minimum)

Total sq ft _____ X _____ (Rate) X _____ # of days =

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Carpet Order and Cleaning Form



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Booth Number: _____

Company Name: _____



2' - 3' Green
(Example: Ferns)



4' - 5" green
(Example: Ficus)



Seasonal Vase



Season Vase
(upgraded)



High Style Modern



Tropical Flowers



Holland Bulbs



Roses

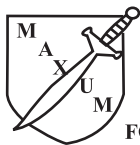
Item Description	Quantity	Price	Total
Floor Floral			
2' - 3' Greens (Example: Ferns)		\$100.00	
4' - 5' Greens (Example: Ficus)		\$140.00	
Table Top Arrangements			
Seasonal Vase		\$95.00	
Seasonal Vase (upgraded)		\$150.00	
High Style Modern		\$165.00	
Tropical Flowers		\$165.00	
Holland Bulbs (Seasonal)		\$110.00	
Roses (Dozen)		\$165.00	
PRICE INCLUDES DELIVERY		Sub Total:	

Special requests:

Pictures are examples only and may not reflect actual floral arrangement.

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Floral Order Form



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EXHIBITOR MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR MEN REQUIRED.

Booth Number: _____

Company Name: _____

Straight Time - \$95.00 per hour

8:00 AM to 4:30 PM - Monday thru Friday
 One hour minimum per worker, thereafter
 1/2 hour increments

Overtime - \$142.50 per hour

Before 8:00 AM and after 4:30 PM - Monday thru Friday
 All hours on Saturday
 One hour minimum per worker, thereafter 1/2 hour increments

Double time - \$190.00 per hour

All hours on Sunday and all Holidays
 One hour minimum per worker, thereafter, 1/2 hour increments

Please check service required:

Exhibitor Supervision:

All work performed must be under the supervision of the Exhibitor.

NOTE: 8:00 AM is the only guaranteed starting time. All other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requesting starting times are subject to a one hour minimum charge per man ordered, unless written cancellation is received 24 hours prior to starting time. MES shall not be responsible for Damage, Loss or Theft of display installed and/or dismantled under our Supervision. MES shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show.

	# of men	Date	Start Time	# of hours
Set-up				
Dismantle				

MES Services Supervision:

Hourly rate plus 30% Supervision Charge/Minimum \$30.00

Any Materials, Literature, Givaways, Product, etc, that is left in the booth space unpacked and unlabeled shall not be the responsibility of MAXUM Expo.

PLEASE INCLUDE SET-UP PLANS WITH ORDER(and keep photo in case!!!)

Display Includes:

Carpet MES Rental Carpet

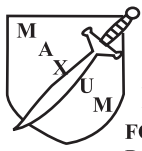
Shipped to:

Warehouse Show Site

DISMANTLE DISCLAIMER NON-MES PRODUCTS: Please be advised that MES will NOT be responsible for dismantle of non-MES material (this includes ALL electronic equipment such as computers, televisions, audio-visual components, etc) In the instance that the MES Services is requested to dismantle non_material MES Service Contractors will NOT be held responsible for any damage of said material. Since this equipment is not out standard product, there may be additional charges if more time is needed in the set-up or takedown than originally estimated.

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Labor Order Form



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Will I need labor to set-up my booth?

Exhibitors are required to comply with local union jurisdictions. In most cities, exhibitors are allowed to set their own displays provided that the booth is 10x20 or smaller, all work must be performed by full-time employees of the exhibiting company, set-up requires no more than two employees working one hour or less and requires no tools. Please refer to exhibitor guidelines for booth installation and dismantle.

Is material handling included in the cost to ship my freight?

No, material handling is not associated with the shipping of your material. You must send your freight bill-of-lading pre-paid.

Is there a specific carrier I should use to ship my material?

Exhibitors are free to use whatever carrier they like. We do provide a house carrier for your convenience at show site to assist you with outbound shipping.

How do I prepare for outbound shipping at the close of the show?

Once you receive and pay your final invoice at show site, you can pick-up a bill of lading at the service desk. Each shipment should have a bill of lading, providing us with information on where and how you're shipping your freight. If you choose to use a carrier other than the house carrier, you must call them and schedule the pick-up.

Should I ship to the advance warehouse or directly to show site?

If your freight is ready now, shipping to the Advance Warehouse is suggested. By shipping to the Advance Warehouse you are able to track and ensure that your freight has been received, with time to double-check. Also, it will be in place when you arrive for set-up. If your freight is sent directly to show site, your delivery time is controlled by the carrier.

What are material handling/drayage charges? Do I get charged again to ship out?

Material Handling fees are charged for the receiving, storing and reloading of materials to and from the booth space before and after the show. This is a one-time fee per shipment received, regardless of the move in or move out.

If I ship to show site, when can it arrive?

When shipping to Show site, your freight may only arrive during the scheduled times of exhibitor move in.

If I ship to advance warehouse, when can it arrive?

When shipping to the Advance Warehouse, your freight may arrive up to 30 days prior to the show dates.

What furnishings are provided with my booth space?

If any furnishings are included with your booth space they will be listed on our cover page.

Can I substitute a table that is included with the booth space?

No, there are no substitutions for any furniture. If you need an item that is not listed in the booth package, you must order that item at the published rate.

Can I order at show site?

Yes, floor orders are accepted at show site. Remember that payment must be received before any furnishings or services will be rendered. Also, choice of items or colors may be limited on site.

What if certain items I ordered are not in my booth when I get there?

All items ordered in advance of the show should be in your booth space, at the beginning of exhibitor move-in with the exception of chairs and wastebaskets. These items have a tendency to "grow legs" and are not dispersed until close to show time. If other furnishings (carpet, tables) are not in your booth at the time of your arrival, please go to the MAXUM Expo Services Service Desk and the problem will be resolved immediately.

What size carpet should I order for my booth?

The carpet should match the size of your booth. Traditionally, carpet is cut in 9' rolls, so carpet sizes come in 9'x10', 9'x20' or 9'x30' increments. A 8'X10' carpet will accommodate a 9'x10' booth. If you have an island space or a booth that is not a standard size MES can provide special carpet sizes that are individually cut to match the size you request.

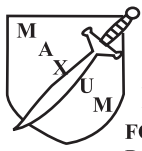
Do I have to order labor to install the carpet I order?

Labor is included in the rental price of the carpet.

Do I have to pay in advance for services or can I bring a check to the show?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card must still be on file.

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MAXUM
EXPO SERVICES, LLC
FOR MAXIMUM SHOW COVERAGE
P.O. BOX 54 MT. EPHRAIM, NJ 08059

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Phone: (856)-579-8344 Fax: (856)-579-8454

FREIGHT - RATES AND SHIPPING INSTRUCTIONS

Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. MES assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.

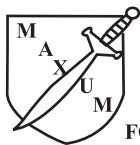
Outbound shipping labels and bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack and label their exhibit material, turn in bill-of lading for each shipment at the Service Desk before leaving the Show. MES will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, MES reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by MES.

LIMITS OF LIABILITY AND RESPONSIBILITY

- A. MES Expo Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- B. MES Expo Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. MES Expo Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. The Bill-of-lading covering outgoing shipments, which are furnished by MES Expo Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. MES Expo Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. MES Expo Services shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event MES Expo Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. MES Expo Services shall not be liable to any extent what so ever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to MES Expo Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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Freight and Shipping Instructions



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Booth Number: _____

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description or merchandise. For trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

RATE SCHEDULE:

A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

ST Rate: \$98.00 per 100 lbs. - 200 lbs Minimum _____ lbs. x \$98.00 = \$ _____

The above rate includes the following: transfer th is amount to ORDER RECAP FORM

- Receive crated shipments only at our war ehouse 30 days prior to show.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier
- Shipments of loose or uncrated materials will not be received at warehouse.

B. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - C RATED MATERIALS

ST Rate: \$106.00 per 100 lbs. - 200 lbs Minimum _____ lbs. X \$106.00 = \$ _____

The above rate includes the following: transfer th is amount to ORDER RECAP FORM

- Receive crated shipments only at our war ehouse 30 days prior to show.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier
- Shipments of loose or uncrated materials will not be received at warehouse.

C. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - UNCRATED AND LOOSE MATERIALS

Add 35% to regular per cwt. charge - 200 lbs minimum

The above rate includes the following:

- Receive shipments at show site on move-in dates.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier

D. OVERTIME RATE: Add 25% if handled IN or OUT on overtime

All shipments handled on Saturday, Sunday, and Holidays and before 8:00 AM or checked in after 4:00 PM on weekdays are charged at the overtime rate.

E. OFF TARGET CHARGE: Freight received after the deadline date- add 25% off target charge

F. SURCHARGE: Freight left in booth without Bill of Lading will be charged \$7.00 per cwt surcharge

Description	# of Pieces	Weight	Unit Price	Estimated total Cost
Sample	6	1223 lbs / 100 = 13 CWTS	\$98.00 per CWT	\$1,274.00
Total				

There is a 200 lb minimum charge for shipments totaling under 200 lbs

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Freight Rates and Shipping Information



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Advance Warehouse Shipping Information Advance shipping

begins: **Monday, April 13, 2015**

Receiving times Monday-Friday 9am-3pm ONLY

ends: **Thursday, April 23, at 3:00 PM**

Shipping Instructions

Target delivery dates have been assigned with the help of MAXUM Expo Services. The schedule has been established in the best interest of all exhibitors and should be both efficient and manageable. If, however, changes are necessary due to any situation that arises within the hotel, you will be notified directly by either Show Management or MES.

Sample Label:

MAXUM Expo Services

C/o LibertyCFS NV INC.

21 Picone Blvd

Farmingdale NY 11735

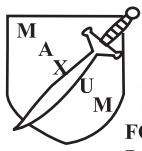
**2015 Accounting
Technology New York**

BOOTH NUMBER:

COMPANY NAME:

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Advance Warehouse Shipping Info



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2015 New York Accounting Technology

Show & Conference

April 29-30, 2015 Pennsylvania Hotel, NYC

Showsite Direct Shipping Info

Direct shipping on:

**Tuesday, April 28, 2014 from 8:00 am -
10:00 am ONLY**

Can I carry my own materials to my booth? - Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit you would not be permitted access to the loading dock area. Multiple trips, multiple people and use of any dollies, bellman or hand carts are strictly prohibited.

The Use of Bellman will result in a minimum material handling charge

**Please be advised that ALL shipments sent to the facility PRIOR
to the show site shipping date WILL BE REFUSED.**

Also, there WILL be additional facility handling fees.

Sample Label:

MAXUM Expo Services

c/o Pennsylvania Hotel

Convention Services Dept/18th Floor

Catering Storage Room

401 7th Avenue, New York NY 10001

**2015 Accounting
Technology New York**

BOOTH NUMBER:

COMPANY NAME:

Visit us at www.maxumexpo.com

Direct to Show Site Shipping Info

MAXUM Expo Services

NOT RESPONSIBLE FOR THIRD PARTY SHIPMENTS
 STRAIGHT BILL OF LADING - ORIGINAL - NOT NEGOTIABLE
 THIS ORDER MUST BE COMPLETED IN INK
 AND RETAINED BY THE AGENT.
 COMPLETE SHADED AREAS.

Show Location:
Date:

Billing Party:
Company Name:
Address:
City: State: Zip:
Attention: Phone:
Email Address:

MAXUM Expo Services assumes no responsibility for shipments left in booths by exhibitor by accepting this bill of lading. We will count and ship pieces as we find shipment in the booth when we remove it from the exhibit hall.

OUTBOUND SHIPMENTS ONLY

Booth Number:
Show Name:
Company Name:
Carrier:

In the event your selected carrier fails to show on final move out day. Please select one of the following options:

Back to warehouse *Will result in \$150 Charge* Redirect Via Designated Show Carrier *At Exhibitor's Expense*

Signature of Representative _____ Printed Name: _____

Company Name: _____ Date: _____

Email Address: _____

CONSIGNED TO:	ATTENTION:
ADDRESS:	
CITY: STATE: ZIP: PHONE:	
DESTINATION SHOW NAME:	BOOTH #:
SPECIAL INSTRUCTIONS:	
MUST BE DELIVERED BY:	

# Of Pieces	Description	Weight	Class	Check
	Crates (Wood)			
	Fiber Cases (Plastic)			
	Cartons (Cardboard)			
	Carpets			
	Trunks			
	Misc.			
UPS/Fed Ex # of Pcs	Tracking Numbers			
	Pick up Confirmation #			
	Convention Material			

Subject to Section 7 of Conditions of Applicable Bill of Lading. If this shipment is to be delivered to the consignee without the recourse on the consignor, the consignor shall sign for following statement. The carrier shall not make delivery of this shipment without payment and/or approved credit application for freight and all other lawful charges.

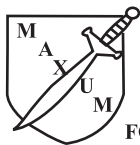
MAXUM Expo Services
Consignee

Freight Charges to be Third Party Collect

Checker's Box:
Number of Pieces:
Date:
Time:
Name:
Signature

In tendering this shipment, the exhibitor agrees to the Designated show carrier Conditions of Contract, which no agent or employee of the parties may alter, and that this transportation document is NON NEGOTIABLE and has been completed by the Exhibitor. The Exhibitor certifies and represents to the decorator that the information inserted and accepted on the face of this transportation document is complete and accurate. It is agreed among the parties involved that the conditions of carriage for this shipment are governed by terms set forth herein and the Carrier's tariffs, available for inspection at the Carrier's offices, and which are hereby incorporated into this contract. By placing or having freight placed with Designated show carrier for transport, all parties agree that the liability of Designated show carrier for damaged, lost, or delayed freight shall be limited to \$.50 per pound, up to a maximum of \$50.00 for all freight identified on any one bill of lading. Terms and conditions are available upon request.

Driver Signature:	Driver Printed Name:	#of Pieces	Time:
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 FOR MAXIMUM SHOW COVERAGE
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1. Please complete the information requested and return payment in full with this form and your order.
2. You may chose to pay by credit card or check. You must complete Page 1 of the six page Order Form in this manual, regardless of payment method. If you are paying by check, please make check payable to MAXUM Expo Services.
3. Mail your check and all applicable forms to: **MAXUM Expo Services**
 P.O. Box 54
 Mt Ephraim, NJ 08059

Booth Number: _____

Company Name: _____

Print Name: _____

Signature: _____

Discount Deadline:
Monday, April 13

CALCULATION OF ORDERS (total from MAXUM Expo Services order form):

STANDARD BOOTH FURNISHINGS *

CARPET ORDER FORM *

LABOR ORDER FORM *

FREIGHT ORDER FORM *

BOOTH CLEANING ORDER FORM *

FLORAL ORDER FORM *

RENTAL EXHIBIT ORDER FORM *

Sub Total

8.88 % Sales Tax

Line items marked with an *

are subject to Sales Tax 8.88 %

TOTAL DUE TO MAXUM Expo Services

--

Payment Method

Credit Card: Visa Mastercard American Express

Check: # Dated: in the amount of:

EXHIBITORS PAYING BY CHECK ARE STILL REQUIRED TO PROVIDE A CREDIT CARD AUTHORIZATION, AS GUARANTEE OF PAYMENT FOR ADD ITIONAL CHARGES.

PLEASE CHECK THE BOX INDICATING HOW YOU WOULD LIKE YOUR ORDER CONFIRMED:

Phone

Fax

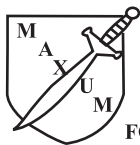
Email

PAYMENT POLICY:

Payment in full of rental charges including applicable tax must accompany advance order and must be received by the Deadline Date in order to qualify for discount rates. All orders placed at the service desk will be charged at standard rates. All balances must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are All charges subject to NY Sales Tax (8.88 %) Full payment must accompany order Total items ordered and enter on recap sheet/ payment form. CANCELLATION POLICY: Items cancelled prior 48hrs to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 50% of the original price to cover labor

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Order Recap Form



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Booth Number: _____

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. MAXUM Expo Services, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through MAXUM Expo Services, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by MAXUM Expo Services no later than **Monday, April 13, 2015**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with **Pennsylvania Hotel New York**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exceptions will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide MAXUM Expo Services with Certificates of Insurance naming MAXUM Expo Services, Show Management and **Pennsylvania Hotel New York** as additional insured's at the time, that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than MAXUM Expo Services to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by **Monday, April 13, 2015**, your non - official contractor will be allowed to supervise only. All labor must then be hired from MAXUM Expo Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date. We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

EVENT OR SHOW: _____

NAME OF EXHIBITING COMPANY: _____

CONTRACTING COMPANY _____

CONTRACTING COMPANY ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

NUMBER OF WORKERS: _____

AUTHORIZED BY: _____ TITLE: _____

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Exhibitor Appointed Contractor



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As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions as described on the Order Form in this manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to them, the exhibiting company. All invoices are due and payable upon receipt, by either party. By completing this form or allowing your third party to complete it, you are agreeing to all terms mentioned.

THE ITEMS CHECKED BELOW ARE TO BE INVOICED TO THE THIRD PARTY:

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> LABOR: (I&D Forklift Hanging Sign) |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> MATERIAL HANDLING (ROUND TRIP) |
| <input type="checkbox"/> FURNITURE/CARPET | <input type="checkbox"/> SIGNS |

Exhibiting Company Name: _____

Third-Party Name: _____

Address City State Zip

Third-Party Contact: _____
 (No P.O. Boxes, Please)

Phone Fax Email

Payment Policy: Payment in full must accompany your order. Purchase orders are not considered payment. For your convenience, we accept payment by company check (U.S. dollars drawn on a U.S. bank) Visa, MasterCard and American Express. Tax-exempt If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.

THIRD PARTY PAYMENT - CREDIT CARD AUTHORIZATION

- Visa American Express Mastercard

Credit Card Number	Exp. Date
_____	_____
3 digit Security Number	_____

Cardholder's Billing Address: For purposes of bank validation, please provide the cardholder's complete billing address, if different from the above address:

 Address City State Zip

Card Holder Name: _____ Signature: _____

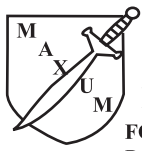
Other method of Payment: Check # _____ Dated: ____/____/____

PLEASE COMPLETE THE INFORMATION REQUESTED AND RETURN THIS FORM WITH YOUR ORDERS. YOU MAY CHOOSE TO PAY BY CREDIT CARD, CHECK, CASH, MONEY ORDER OR TRAVELERS CHECKS, HOWEVER, WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH MES.

** FOR YOUR CONVENIENCE MAXUM EXPO SERVICES WILL APPLY ALL CHARGES INCURRED AT SHOW SITE TO THIS CARD.

Visit us at www.maxumexpo.com

Third Party Billing



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Survey

	Low				High
OVERALL APPEARANCE OF MANUAL	1	2	3	4	5
ORGANIZATION OF MANUAL	1	2	3	4	5
COMPLETENESS OF INFORMATION	1	2	3	4	5
CLARITY OF INFORMATION	1	2	3	4	5
QUALITY OF MATERIALS	1	2	3	4	5
OVERALL USEFULNESS	1	2	3	4	5
DID YOU RECEIVE YOUR MANUAL IN A TIMELY MANNER?	YES		NO		

Suggestions to improve the Exhibitor Manual:

Your Company Name: _____

Booth #: _____

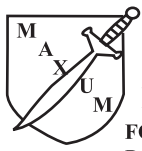
Your Name: _____

Date: _____

Please return this form to MAXUM Expo Services, attention:

Director of Exhibitor Service. FAX: 856-579-8454 or email:

deberhardt@maxumexpo.com



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Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. MAXUM Expo Services cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the MES Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to fire marshal jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hardwall displays.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. MAXUM Expo Services, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.

Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.

Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. MES strongly recommends that you insure plasma screens, as NO liability for theft is assumed by show management, the facility or MAXUM Expo Services. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.

Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times. Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.

Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.

Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.

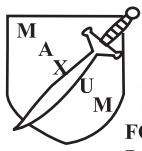
Never store items in containers marked "Empty".

Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by MAXUM Expo Services, Show Management, or their agents.

INSURE YOUR BOOTH! Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

Visit us at www.maxumexpo.com

Exhibitor Safety and Security



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Trade show labor is completely unionized. Practically all the building trades -- carpenters, riggers, plumbers, electricians, stagehands, teamsters and others, serve it. The general contractors and all sub-contractors must work under union contracts. Therefore, union labor is required for all work in the exhibit area. Failure to recognize this relationship in every phase of exhibit planning can be irritating and expensive to exhibitors.

Union jurisdictions change from time to time, but in most cases the following applies:

- Position and leveling of all machinery and equipment - Teamsters
- Un-skidding/re-skidding and re-banding of machinery - Carpenters
- Un-crating and re-crating of machinery - Carpenters
- Display erection, dismantling and floor covering - Carpenters
- Draping and cloth installation - Carpenters
- Plumbing installation - Plumbers
- Material handling in and out of the building - Teamsters operate fork lifts for unloading and reloading of all display material, machinery and equipment
- Sweeping, cleaning, dusting - Porters
- Electrical installation – Electricians

It will be necessary for all exhibitors to use qualified union carpenters for exhibit work if the exhibit contains materials, which are subject to the jurisdiction of the carpenters. Carpenter labor has jurisdiction over the following:

- Erection and dismantling of exhibits, including simple fold-open displays requiring more than one (1) man, one (1) hour or two (2) men, one (1) hour total to set-up and/or dismantle.
- Installation and removal of floor covering, including carpet.
- Crating and re-crating of exhibit materials.

EXHIBITOR RIGHTS

Exhibitors have specified rights. For example, they are permitted to arrange their own manufactured products for display and related sales literature.

One (1) or two (2) full-time employees of the exhibiting company may work up to a total of one (1) hour erecting and/or dismantling their company's exhibit without the use of power tools. If this cannot be done in that amount of time, union labor must be used.

Any exhibitor may move material that can be hand carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s). This means that if you cannot hand-carry your materials and must use the loading dock, you will be charged the specified material handling rates to have your vehicle unloaded and the materials delivered to your booth

If you choose this option, the fee that you pay will cover your materials round-trip, and they will be delivered to the loading dock and loaded into your vehicle at the close of the show.

Generally, if an exhibitor's employees are members of the appropriate union, they are permitted to perform specified duties at the show; however, they must first register for permission with the local headquarters having jurisdiction in the New Jersey area. Secure clearances well in advance.

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