Your First Step In Shipping To Tradeshows

Economy and Expedited Shipping Solutions For Tradeshow Freight Since 1987

- Pre-show Planning
- Freight to and from show
- Total logistics coordination
- Between show storage
- Pre-printed forms and labels
- Online tracking

Contact Us Today For A Quote
800-543-5484
sales@elitexpo.com

SmartWay™
Transport Partner
Getting There With Cleaner Air
Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for the BENEATH THE SEA 2020 to be held at the Meadowlands Exposition Center, SATURDAY and SUNDAY, OCTOBER 10-11, 2020

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 6.625% sales tax is received by:

**SEPTEMBER 25, 2020**

Orders received without full payment including 6.625% 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 6.625% 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:**

- 8' High Backdrape - (Teal and White)
- 3' High Siderail - (Teal and White)
- (1) Exhibitor I. D. Sign
- (2) Folding Chairs
- 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: LIBERTY CFS NV, Inc. 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
Friday October 9, 2020 8:00 am to 5:00 pm

SHOW HOURS
Saturday October 10, 2020 9:00 am to 5:00 pm
Sunday October 11, 2020 9:00 am to 4:00 pm

MOVE OUT DATES/HOURS
Sunday October 11, 2020 4:00 pm to Midnight

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: BENEATH THE SEA 2020
Show Dates: Saturday and Sunday, OCTOBER 10-11, 2020
Show Location: MEADOWLANDS EXPOSITION CENTER
Deadline Date to Receive Discounted Rates: SEPTEMBER 25, 2020

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.
Show Name: **BENEATH THE SEA 2020**

Show Dates: **Saturday and Sunday, OCTOBER 10-11, 2020**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **SEPTEMBER 25, 2020**

**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.

---

**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: **September 10, 2020**

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

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

**For Leasing Info:**
Hartz Mountain Industries, Inc.
400 Plaza Dr., Secaucus, NJ 07094-1315
201-348-1300 • Ph • 201-348-4358 • Fax

**Map Description:**
- **Mill Creek Marsh Trails:** Entrance - Jogging & Bird-Watching Pathways
- **Meadowlands Complex:** Various Restaurants, Boutiques, and More
- **Bonefish Grill**
- **Carrabba's Italian Grill**
- **Chili's Grill & Bar**
- **Red Lobster**
- **Urgan Plum**
- **Toko Hibachi & Buffet**
- **Burger King**
- **Cups Frozen Yogurt**
- **Dunkin Donuts**
- **Nicholson Subway**

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

**For NJ Transit Bus Information:**
973-275-5555
For a schedule, visit www.njtransit.com
Free Shuttle Service to the Secaucus Train Station: 201-939-6242
For schedule, visit www.carida.org
For Newark Airport Shuttle Service & Stops, visit www.carida.org

**Print Directions Online from:**
www.harmonmeadow.com
Show Name: BENEATH THE SEA 2020
Show Dates: Saturday and Sunday, OCTOBER 10-11, 2020
Show Location: MEADOWLANDS EXPOSITION CENTER
Deadline Date to Receive Discounted Rates: SEPTEMBER 25, 2020

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.

NO company or personal checks will be accepted on site.

Summary of Services and Rental Items Ordered

Material Handling Information/Rate (credit card on file is required) $ ________________
Labor Order Form $ ________________
Carpet Rental Order Form $ ________________
Furniture/Accessories Rental Order Form $ ________________
Booth Cleaning Order Form $ ________________
Sign Order Form $ ________________

Sub-Total $ ________________
(If Tax Exempt Please Include Certificate) Sales Tax 6.625% $ ________________

Total $ ________________

Charge Authorization:
Exhibitors paying by credit card must complete the Charge Authorization below. The Charge Authorization will also include charges for labor and/or material handling, and will authorize your representative at show site to charge additional rental items and services to your card. **On site orders payable by credit card ONLY!**
Exhibitors with DRAYAGE MUST complete the Charge Authorization for freight to be accepted.

Charge To: (circle card type) MasterCard Visa American Express V CODE

Account Number: ____________________________________________ Expiration Date: __________________________

Print Cardholder Name ____________________________________________ Signature of Cardholder __________________________

Please Print or Type

Company Name ____________________________________________ Booth # __________________________
Address ____________________________________________
City ____________________________________________ State ____ Zip __________
Ordered By ____________________________________________ Title ____________________________________________
Signature ____________________________________________ Phone # (______) __________________________
Fax # (______) ____________________________________________ Email ____________________________________________

To eliminate any misunderstanding regarding charges for show rentals, service 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.**
Material Handling Information

Rate Schedule

Show Name: BENEATH THE SEA 2020
Show Dates: Saturday and Sunday, OCTOBER 10-11, 2020
Show Location: MEADOWLANDS EXPOSITION CENTER
Deadline Date to Receive Discounted Rates: SEPTEMBER 25, 2020

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.

SHIPSMENTS: 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:**

**Deadline Date:** October 2, 2020

**To:** Name of Exhibitor and Booth #
**For:** Event Name

c/o SMG EXPO @ Liberty CFS NV Inc.
700 Dell Road
Carlstadt, NJ 07072

**Receiving Hours:** 9am to 3pm Monday to Friday

**To:** Name of Exhibitor and Booth #
**For:** Event Name

c/o SMG Exposition Services
Meadowlands Exposition Center
355 Plaza Drive
Secaucus, NJ 07094

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

**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.
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 service 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.

---

**Copy of the Bill of Lading with the Carriers Pro #**

**Crate Rates:**

<table>
<thead>
<tr>
<th>Per Shipment</th>
<th>Per 100#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1000 lbs.</td>
<td>$130.00</td>
</tr>
<tr>
<td>1001-over</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**Direct Shipments:**

**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:**

<table>
<thead>
<tr>
<th>Per Shipment</th>
<th>Per 100#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1000 lbs.</td>
<td>$99.00</td>
</tr>
<tr>
<td>1001-over</td>
<td>$96.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Per Shipment</th>
<th>Per 100#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1000 lbs.</td>
<td>$125.00</td>
</tr>
<tr>
<td>1001-over</td>
<td>$112.00</td>
</tr>
</tbody>
</table>

**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.
Material Handling Information/Limits of Liability

Small Package Shipments:
Shipments received without individual/carryer receipts of freight bills such as UPS, Federal Express, Express Mail, etc., will be delivered to the booth without guarantee of piece count or condition. NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS.

Shipments under 15 lbs. will be charged $25.00 per shipment.

Insurance: The exhibitor is responsible for insuring all shipments from the time it leaves the company until it is returned from the show. SMG Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage to exhibit materials. SMG Exposition Services shall not be responsible for loss, theft or disappearance of exhibitor’s materials after they have been checked into the booth or before they have been picked up from the exhibitor’s booth for reforwarding after the show. Bills of lading covering outgoing shipments which are furnished to SMG Exposition Services by exhibitors will be checked at actual time of pick-up from booth and corrections made where discrepancies occur. SMG Exposition Services shall not be responsible for 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. SMG liability shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item or $1,000.00 per shipment whichever is less. All claims must be filed by the exhibitor before the close of the show.

Empty Crate Storage: Properly labeled empty containers will be removed and returned to the booth at the close of the show. Empty labels will be available at the Service Desk. The exhibitor is responsible for the removal of all old labels and labeling of the empty containers. SMG Exposition Services will remove all properly labeled empties for storage, but is not liable for valuables in storage.

Outbound Shipments: At the close of the show, SMG Exposition Services will have a representative available to assist exhibitors in preparing all outbound shipping forms. Bills of lading and shipping labels will be available at the Service Desk. All outgoing bills of lading should be returned to the Service Desk at the conclusion of the show. Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse. Shipments returned to the warehouse at close of show for reforwarding or a storage will be charged an additional $10.00 per CWT, $50.00 minimum. No liability will be assumed as a result of such re-routing or handling. If the exhibitor’s specified carrier fails to pickup or refuses shipments, SMG Exposition Services will be authorized to divert the shipment to another carrier at its discretion. SMG Exposition Services will assume no liability in such instances.

Note: ALL CHARGES MUST BE PAID PRIOR TO CLOSE OF SHOW.

Shipping Instructions at close of show.*

Ship to: __________________________________________________________________________________________________________
Street Address: ____________________________________________________________________________________________________
City:____________________________________________________________________ State: _____________ Zip: _______________

Type of Carrier: Air ☐ Common Carrier ☐ Company Truck ☐ Padded Van ☐

SMG DOES NOT make arrangements with outside carriers for freight pickup.

*Exhibitors must return a bill of lading with the above information to the SMG Exposition Services Service Desk prior to the end of the show.

All exhibitors must complete the information below, sign this form indicating acceptance and compliance, and return this form to SMG Exposition Services.

Charge To: (circle card type) MasterCard Visa American Express V CODE
Account Number: __________________________________________________________________________________________
Expiration Date: __________________________________________________________________________________________
Print Cardholder Name ___________________________________________ Signature of Cardholder _______________________

Company ________________________________________ Booth # ______________
Address____________________________________________________________________________________________________
City __________________________________ State _____ Zip __________________
Ordered By __________________________________ Title _________________
Signature ______________________________________ Phone # _______________

We hereby authorize SMG Exposition Services to handle outbound shipments in accordance with the information above and on the reverse of this form, and have read and accept all terms and conditions herein stated.

To eliminate any misunderstanding regarding invoicing for all show services and equipment, it is the responsibility of the exhibitor to report any discrepancies concerning your invoice at show site. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.
The Liberty Advantage

Heading off to a trade show? Whether you are a seasoned professional or a first timer, LibertyCFS NV, Inc. is there to help you with any of your logistical needs. Let our team of transportation experts guide and support you through the entire process. LibertyCFS offers complete worldwide land, sea and air freight forwarding services that are 100% devoted to tradeshows and conventions. We design solutions, tailored to fit your shipping and customs needs, be it across town, or across the continent.

Transportation

At LibertyCFS, we focus everyday on making your tradeshow experience a success, and we build competitively priced transportation solutions to do it.

- Ground - LTL, Regular/Expedited
- Express / Economy Air
- Exclusive Use Vehicle
- International Freight Forwarding
- Customs Services
- Van Line / Padded Wrap

Exhibitor Services

Pre-Show Support
- LibertyCFS will help you choose the most effective shipping solution, tailored to your needs and budget
- Tracking your freight and monitoring its progress, from your office to the showsite
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support
- LibertyCFS people are on-site supervising the loading and unloading of your freight, making sure it is on-site, on time.
- On-site freight experts throughout the event, keeping you informed and prepared for the journey home

Post-Show Support
- Tracking your freight to its destination and making sure it arrives safely, on time and without incident
- Follow-up contact after the event to ensure your satisfaction with our services

Complete the Order Form on the next page. You may also speak to your LibertyCFS Exhibit Service Representative at 905-338-3993

Order Form to be returned to:
exhibitorservices@libertycfs.us or michelle@libertycfs.us
“Delivering Freedom”
1. Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

- [ ] Freight & Customs
- [ ] Freight Only
- [ ] Customs Only
- [ ] Return Only

2a. Company
   - Name
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Contact
   - Phone #
   - Email
   - IRS/Tax ID#

2b. P/U Date __________ From __________ To __________ Hours __________
   - Dlv Date __________ Hours __________
   - DLIV SERVICE
   - [ ] Express
   - [ ] Economy LTL 7 - 10 Days
   - [ ] Int'l
   - [ ] Inside
   - [ ] Liftgate
   - [ ] Dock
   - [ ] Other

3. Exhibiting Company
   - Name
   - Show
   - Name
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Onsite Contact
   - Phone #
   - Cell Phone #

4. [ ] Check Box if the Return address is the same as 2a
   - Shipper
   - Address1
   - Address2
   - City
   - State
   - ZipCode
   - Contact
   - Phone #
   - PU Date
   - Arrive by

5. [ ] Carton(s)/Box
   - [ ] Vinyl Case(s)/Color
   - [ ] Wooden Crate(s)
   - [ ] Trunk(s) / On Wheels
   - [ ] Skid(s) - to contain # _____ of pieces

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

   Exclusion: Does not include TV(s)/Monitor(s)

   DECLARED VALUE __________

7. Credit Card Information / Billing Address
   - Credit Card Number __________
   - Security Code __________
   - Exp. Date __________
   - I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.
   - Address
   - City
   - State
   - ZipCode
   - Phone
   - Signature
   - Email

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

Print
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

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stagehand Labor:</td>
<td>$93.60/labor hour</td>
<td>$140.40/labor hour</td>
</tr>
<tr>
<td>Aerial Lift Crew:</td>
<td>$275.00/hr.</td>
<td>$395.00/hr.</td>
</tr>
<tr>
<td>Forklift Crew:</td>
<td>$250.00/hr.</td>
<td>$360.00/hr.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Set Up Labor</th>
<th>Date</th>
<th>Time</th>
<th>Approx. Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismantle Labor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:** _______________________________

- **Bandaging Service:** $55.00 per pallet straight time and
- **Shrink Wrap Service:** $80.00 per pallet OT for either service.

**Summary of Services**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set-Up</td>
<td>$____</td>
</tr>
<tr>
<td>Dismantle</td>
<td>$____</td>
</tr>
<tr>
<td>Supervision</td>
<td>$____</td>
</tr>
<tr>
<td>Forklift</td>
<td>$____</td>
</tr>
<tr>
<td>Other</td>
<td>$____</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$____</td>
</tr>
</tbody>
</table>

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**

Please enter total on Order Summary Form.
Show Name: **BENEATH THE SEA 2020**
Show Dates: **Saturday and Sunday, OCTOBER 10-11, 2020**
Show Location: **MEADOWLANDS EXPOSITION CENTER**
Deadline Date to Receive Discounted Rates: **SEPTEMBER 25, 2020**

*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.

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### 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

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ft. x ft.</td>
<td>sq. ft.</td>
<td>$3.52/sq. ft.</td>
<td>$4.15/sq. ft.</td>
</tr>
</tbody>
</table>

---

### Basic Booth Price
Carpet cut in standard widths

**Prices include:** Taping of one aisle side

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>9' x 10'</td>
<td>$180.00</td>
<td>$180.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>9' x 20'</td>
<td>$310.00</td>
<td>$310.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>9' x 30'</td>
<td>$420.00</td>
<td>$420.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>9' x 40'</td>
<td>$550.00</td>
<td>$550.00</td>
<td>$725.00</td>
</tr>
</tbody>
</table>

**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 | ft. x ft. | $0.97/sq. ft. | $                 |
| Carpet Padding | ft. x ft. | $1.75/sq. ft. | $                 |
| Plastic Covering | ft. x ft. | $1.35/sq. ft. | $                 |
| Logo Carpeting | Price Quoted upon Request |

---

**Summary of Services**

- Cut and Lay Carpet = $
- Basic Booth Carpet = $
- Carpet Accessories = $
- **Total = $**

Please enter total on Order Summary Form.

---

**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**
Show Name: **BENEATH THE SEA 2020**  
Show Dates: **Saturday and Sunday, OCTOBER 10-11, 2020**  
Show Location: **MEADOWLANDS EXPOSITION CENTER**  
Deadline Date to Receive Discounted Rates: **SEPTEMBER 25, 2020**  

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

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

---

### Draped Display Tables
Includes white vinyl top and pleated skirting on three sides

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Size</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ x 4’ x 30” high</td>
<td>$110.00</td>
<td>$123.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 30” high</td>
<td>$140.00</td>
<td>$157.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 30” high</td>
<td>$150.00</td>
<td>$177.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 4’ x 42” high</td>
<td>$142.00</td>
<td>$175.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 42” high</td>
<td>$176.00</td>
<td>$192.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 42” high</td>
<td>$185.00</td>
<td>$207.80</td>
<td></td>
</tr>
</tbody>
</table>

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

6’ = $22.70  8’ = $25.75

### Undraped Display Tables
Includes white vinyl top ONLY (no skirting)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Size</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2’ x 4’ x 30” high</td>
<td>$48.45</td>
<td>$58.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 30” high</td>
<td>$53.60</td>
<td>$63.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 30” high</td>
<td>$60.80</td>
<td>$72.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 4’ x 42” high</td>
<td>$60.80</td>
<td>$73.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 6’ x 42” high</td>
<td>$70.05</td>
<td>$80.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2’ x 8’ x 42” high</td>
<td>$75.20</td>
<td>$90.65</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### Special Booth Draping
Show Mgmt. provides only standard drape for booth

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Size</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3’ high drape</td>
<td>$8.25/lin. ft.</td>
<td>$16.50/lin. ft.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8’ high drape</td>
<td>$11.35/lin. ft.</td>
<td>$22.70/lin. ft.</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### Accessories

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Type</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wastebasket</td>
<td>$15.45</td>
<td>$31.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Easel</td>
<td>$29.90</td>
<td>$39.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>22” x 28” Sign Frame</td>
<td>$39.15</td>
<td>$52.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chrome Stanchion (adv. only)</td>
<td>$31.95</td>
<td>$36.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plum Rope 6’ or 10’ (adv. only)</td>
<td>$21.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>36” Pedestal x 30” high</td>
<td>$125.00</td>
<td>$150.00 (black)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36” Pedestal x 40” high</td>
<td>$150.00</td>
<td>$180.00 (black)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extra Base and Post</td>
<td>$16.50</td>
<td>$19.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Literature Rack (adv. only)</td>
<td>$195.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bag Rack (adv. only)</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Showcase (adv. only)</td>
<td>$626.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Chairs

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Type</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plastic Folding</td>
<td>$21.65</td>
<td>$26.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Straight Chair</td>
<td>$51.50</td>
<td>$68.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black Padded Stool w/back</td>
<td>$90.00</td>
<td>$105.00</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### Table-Top Risers

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Type</th>
<th>Advanced Price</th>
<th>Onsite Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6’ x 12” high</td>
<td>$38.15</td>
<td>$62.85</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### Additional Special Draping

**Skirting for Skids and Crates**

<table>
<thead>
<tr>
<th>ft x $5.15/lin. ft. =</th>
<th>plus labor (see labor form)</th>
<th><strong>Draping Exhibitors’ own Tables</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ $39.15</td>
<td>6’ $39.15</td>
<td>8’ $39.15</td>
</tr>
</tbody>
</table>

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

---

### Summary of Services

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$______</td>
</tr>
</tbody>
</table>

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**

---

**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.

**Summary of Services**

<table>
<thead>
<tr>
<th>Total = $______</th>
</tr>
</thead>
</table>

Please enter total on Order Summary Form.
Show Name: BENEATH THE SEA 2020
Show Dates: Saturday and Sunday, OCTOBER 10-11, 2020
Show Location: MEADOWLANDS EXPOSITION CENTER
Deadline Date to Receive Discounted Rates: SEPTEMBER 25, 2020

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.

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

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

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

---

**VACUUMING BOOTH CARPET**

<table>
<thead>
<tr>
<th></th>
<th>Advanced Price</th>
<th>Onsite Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 500 sq. ft.</td>
<td>$0.40/sq. ft.</td>
<td>$0.45/sq. ft.</td>
</tr>
<tr>
<td>Over 500 sq. ft.</td>
<td>$0.35/sq. ft.</td>
<td>$0.40/sq. ft.</td>
</tr>
</tbody>
</table>

Number of days required: __________ Once __________ Daily

Booth Size*: ______ ft. x ______ ft. = sq. ft. @ $______/day x ______ days = $__________

*gross exhibit area.

---

**PORTER SERVICE**

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

Number of days required ______ x number of hours ______ x $41.20/hr. = $__________ (sub) total = $__________
Number of days required ______ x number of hours ______ x $49.50/hr. = $__________ (sub) total = $__________
Number of days required ______ x number of hours ______ x $55.65/hr. = $__________ (sub) total = $__________

Special Instructions:
Date(s): ___________ Time(s): ___________

---

Summary of Services
Vacuuming = $_________
Mopping = $_________
Porter Service = $_________
Total = $_________

Please enter total on Order Summary Form.

---

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
BENEATH THE SEA EXPO 2020
OCTOBER 10-11, 2020
Meadowlands Exposition Center

CUSTOM FLORAL SERVICES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost Each</th>
<th>Quan.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Floral Arrangement 12 - 14&quot; High</td>
<td>68.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fresh Floral Arrangement 15 - 18&quot; High</td>
<td>78.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exotic Floral Arrangement 14&quot; High</td>
<td>83.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exotic Floral Arrangement 24&quot; High</td>
<td>97.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RENTAL GREEN & FLOWERING PLANTS

<table>
<thead>
<tr>
<th>Plant Type</th>
<th>Cost Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mum Plants — yellow — white — lavender</td>
<td>28.00</td>
</tr>
<tr>
<td>Azaleas</td>
<td>33.00</td>
</tr>
<tr>
<td>Green Table Plant</td>
<td>28.00</td>
</tr>
<tr>
<td>Large Fern</td>
<td>38.00</td>
</tr>
<tr>
<td>3-foot Green Plant</td>
<td>45.00</td>
</tr>
<tr>
<td>4-foot Green Plant</td>
<td>55.00</td>
</tr>
<tr>
<td>5-foot Green Plant</td>
<td>65.00</td>
</tr>
<tr>
<td>6-foot Green Plant</td>
<td>75.00</td>
</tr>
<tr>
<td>8-foot Green Plant</td>
<td>91.00</td>
</tr>
</tbody>
</table>

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.

Authorized Signature __________________ Name on Card __________________ Security Code __________________

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company ___________________________________________ Phone ___________________________

Address ___________________________________________ FAX __________________________

City, Zip, State ___________________________ On Site Phone # __________________

Party in Charge ___________________________ Authorized Signature ___________________ BOOTH #________________

Dial us for more information!
TEL: 845-268-7555  FAX: 845-268-6570
Web Site: www.springvalleyfloral.com
Email: info@springvalleyfloral.com
Show Name: **BENEATH THE SEA 2020**  
Show Dates: **Saturday and Sunday, OCTOBER 10-11, 2020**  
Show Location: **MEADOWLANDS EXPOSITION CENTER**  
Deadline Date to Receive Discounted Rates: **SEPTEMBER 25, 2020**  
*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

\[ \text{ft.} \times \text{ft.} = \text{sq. ft.} \times \$4.50/\text{sq. ft.} = \$ \times \$4.75/\text{sq. ft.} = \$ \]

Check color choice:

- [ ] White
- [ ] Silver Cloud
- [ ] Blue Mist
- [ ] Creme
- [ ] Black
- [ ] Grey Pearl
- [ ] Colony Blue
- [ ] French Beige
- [ ] Red
- [ ] Charcoal
- [ ] Navy
- [ ] Berry
- [ ] Plum
- [ ] Emerald
- [ ] Peacock
- [ ] Burgundy

**PLEASE NOTE:** ALL Select Carpet orders MUST BE RECEIVED in our Offices with Full Payment including 6.625% 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.
DEAR EXHIBITOR

For your information and convenience, the following policy will be in effect regarding cooking and food warming devices on the event floor of the Meadowlands Exposition Center.

The Fire Marshall of Secaucus has interpreted the fire regulations for use of permanently installed deep fryers to be accompanied with an automatic fire suppression hood system. Since all deep fryers contemplated for use at this show are deemed to be temporary installations, only an **ABC Dry Chemical Fire Extinguisher** is necessary to accompany each deep fryer in each booth.

Cooking with propane or butane is strictly prohibited by the Meadowlands Exposition Center and the Secaucus Fire Marshall. Exhibitors in need of a Fire Extinguisher, may order directly from the Expo Center or utilize their own equipment to meet this requirement. **Each vendor anticipating using a deep fryer or any other cooking device, will be responsible for an updated Fire Extinguisher and must be aware that spot inspections will take place. Vendors not in compliance with the Secaucus Fire Regulations could face fines.**

---

**#5 ABC Dry Chemical Fire Extinguisher**

<table>
<thead>
<tr>
<th></th>
<th>Price</th>
<th>Quan.</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Rate</td>
<td>$52.05</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Late Order</td>
<td>$62.45</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

---

**PAYMENT IN FULL MUST ACCOMPANY ORDER**

☐ Check Enclosed    ☐ Mastercard    ☐ Visa    ☐ American Express

Credit Card # ___________________________ Expiration Date ___________________________

Credit Card Holder ___________________________

Authorized Signature ___________________________
## ELECTRICAL SERVICE ORDER FORM

FULL PAYMENT IS REQUIRED TO PROCESS ORDER. RETURN WITH 100% REMITTANCE TO:
Meadowlands Expo Center * 385 PLAZA DRIVE * SECAUCUS, NJ 07094 * PHONE(201)330-8227 * FAX(201)330-1172

IF YOU FAX YOUR ORDER PLEASE PRINT OUT A FAX CONFIRMATION FOR YOUR RECORDS

---

### FLOOR ORDER

BY SIGNING AND DELIVERING THIS FORM TO MEC ELECTRICAL, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PRINTED ON THIS FORM. WE DO NOT ACCEPT ORDERS WITHOUT PAYMENTS.

---

### 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 480 V.**
5. **ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CIRCUIT INCORPORATOR.**

### PAYMENT POLICY:

1. **MEADOVLANDS EXPOSITION CENTER ELECTRICAL BILLS WILL NOT BE SUBMITTED BEFORE A CHECK OR CREDIT CARD IS PRESENTED PRIOR TO SERVICES BEING PROVIDED.**
2. **ELECTRICAL ORDERS MUST BE RECEIVED A MINIMUM OF 10 BUSINESS DAYS PRIOR TO SHOW. ANY ORDERS PLACED AFTER THAT DATE WILL BE CHARGED THE LATE ORDER AMOUNT.**
3. **EQUIPMENT INCLUDES A WIRING OUTFIT TO THE NEAREST GFI, EXHIBITORS ARE RESPONSIBLE FOR ELECTRICAL FOR OTHER THAN NORMAL INSTALLATION OF THE ELECTRICAL OUTLET WILL BE CHARGED ON A TIME AND MATERIAL BASIS.**
4. **ANY DISAGREEMENTS MUST BE SUBMITTED PRIOR TO THE CLOSING OF THE SHOW.**

---

### GENERAL OUTLETS - SIMPLE CONNECTS FOR LIGHTING FIXTURES AND OTHER EQUIPMENT WITHOUT MOTORS.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ADVANCE ORDER</th>
<th>LATE ORDER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UP TO 1000 WATTS</td>
<td>$122.93</td>
<td>$160.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td>UP TO 2000 WATTS</td>
<td>$134.37</td>
<td>$177.82</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PARCEL INCLUDES LABOR &amp; POWER</td>
<td>$294.25</td>
<td>$374.50</td>
<td></td>
</tr>
</tbody>
</table>

### ELECTRICAL EQUIPMENT TO RENT.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>ADVANCE ORDER</th>
<th>LATE ORDER</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FLOODLIGHT 150 WATT</td>
<td>$85.90</td>
<td>$101.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EXTENSION CORD 10'</td>
<td>$48.15</td>
<td>$53.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MULTI STRIP</td>
<td>$15.75</td>
<td>$18.80</td>
<td></td>
</tr>
</tbody>
</table>

### DIRECT CONNECTIONS

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>VOLTS</th>
<th>AMPS</th>
<th>PHASE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### ELECTRICAL LABOR

<table>
<thead>
<tr>
<th>MAN HOURS</th>
<th>RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL $**
ELECTRICAL CODE

* ALL WIRING MUST HAVE 3 - WIRE GROUNDED CORD WITH A MINIMUM OF $14 GAUGE
* SPOT OR FLOOD LIGHTING IS A HAZARD WHEN LAMPS ARE TOO CLOSE TO FABRICS OR OTHER MATERIAL WHICH CAN BE AFFECTED BY HEAT
* THE USE OF CLIP-ON SIGN SOCKETS, LATEX OR LAMP CORD WIRE IN DISPLAYS, OR THE USE OF 2- WIRE CLAMP ON FIXTURES, IS PROHIBITED BY 2- WIRE CLAMPS ON FIXTURES, IA PROHIBITED BY ORDER OF THE FIRE MARSHALL AT TRADE SHOWS AND CONVENTIONS.
* ZIP CORDS OR 2-WIRE CORDS ARE UNGROUNDED AND COULD RESULT IN SAFETY HAZARDS. THEIR USE IS FORBIDDEN IN ALL CONVENTION FACILITIES. PLEASE LEAVE ALL 2- WIRE CORDS AT HOME!

COMMONLY ASKED QUESTIONS

WHERE WILL MY OUTLET BE LOCATED?

THERE ARE FOUR DIFFERENT TYPES OF TRADE SHOW BOOTHS: LINE BOOTHS, PENINSULA BOOTHS, BACK TO BACK PENINSULA BOOTHS, AND ISLAND BOOTHS.

EACH TYPE OF BOOTH HAS ITS OWN STANDARD METHODS OF INSTALLATION. IN THE FOLLOWING DIAGRAMS, THE SYMBOL X REPRESENTS THE APPROXIMATE LOCATION OF POWER OUTLETS.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>XX</td>
</tr>
</tbody>
</table>

LINE BOOTHS  PENINSULA BOOTHS  BACK-TO-BACK PENINSULA BOOTHS

LABOR REQUIRED
SUBMIT FLOORPLAN

LINE BOOTHS, PENINSULA BOOTHS, OR BACK-TO-BACK PENINSULA BOOTHS:
YOUR PRE-ORDERED ELECTRICAL OUTLET WILL BE INSTALLED AT THE REAR OF YOUR BOOTH, AT THE DRAPE LINE.

ISLAND BOOTHS:
YOUR ELECTRICAL OUTLET WILL BE PLACED ON THE PERIMETER AT ONE LOCATION AT OUR DISCRETION IF NO FLOORPLAN IS SUBMITTED. MULTIPLE OUTLET LOCATIONS WILL BE CHARGED ON A LABOR AND MATERIAL BASIS.

HOW MUCH POWER WILL I NEED?
VOLTS X AMPS WILL GET YOUR WATTS
PLUMBING SERVICE ORDER FORM

Return a copy with payment made out to:
Meadowlands Exposition Center
355 Plaza Drive, Secaucus, NJ 07094
(201) 330-7773
(201) 330-1172 - Fax

<table>
<thead>
<tr>
<th>Name of Show</th>
<th>Dates of Show</th>
<th>Booth #</th>
<th>Contact at Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEATH THE SEA 2020</td>
<td>October 10-11, 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exhibiting Firm Name | Address |

Phone # | City | State | Zip |

Water and Drain lines are billed separately. Please circle the type of service needed, and indicate the number of connections to be utilized. Water service will be activated 30 minutes prior to opening of show, and turned off 15 minutes after show closes. Special requests for plumbing shall be cleared in advance with the Expo Center's Event Services Department.

<table>
<thead>
<tr>
<th>Water/Drain Lines</th>
<th>Advanced Rate</th>
<th>Late Order Amt.</th>
<th>Connection Fee</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>$175.00</td>
<td>$210.00</td>
<td>$75.00</td>
<td>$</td>
</tr>
<tr>
<td>Drain</td>
<td>$190.00</td>
<td>$240.00</td>
<td>$75.00</td>
<td>$</td>
</tr>
</tbody>
</table>

(Quan) Fill & Drain

| ( ) | 0 to 199 Gallons ......$125.00 | $ |
| ( ) | 200 to 399 Gallons ......$225.00 | $ |
| ( ) | 400 and Over ..............$300.00 | $ |

GRAND TOTAL $ |

PAYMENT POLICY

1. Meadowlands Exposition Center will not bill for this service. A check, Mastercard, Visa or American Express number must accompany your advance order.

   For floor water or labor orders, a Mastercard, Visa or American Express Card must be presented prior to services being provided.

2. Plumbing orders must be received a minimum of ten days prior to exhibitor arrival for move in. There will be a late fee applied to any orders received after that date.

3. Exhibitors requiring a plumber for other than normal installation of the water hook up will be charged on a time and material basis. (Plumbers are charged at $52.00 per hour / one hour minimum).

4. All water/drain prices are based on footage from exhibitor’s booth to Expo Center distribution point. Charges for additional footage to be paid for on show site. If you need assistance, please contact the Expo Center main office for assistance.

__________________________
PAYMENT IN FULL MUST ACCOMPANY ORDER

☐ Check Enclosed       ☐ Mastercard       ☐ Visa       ☐ American Express

Credit Card # ___________________________ Expiration Date ___________________________

Credit Card Holder ________________________________________________________________

Authorized Signature ______________________________________________________________
ICE ORDER FORM

EVENT: BENEATH THE SEA 2020  DATE(S)  October 10-11, 2020

COMPANY NAME: _______________________________  BOOTH # _______________________________

CONTACT PERSON: _______________________________  PHONE # _______________________________

<table>
<thead>
<tr>
<th>LBS.</th>
<th>ICE</th>
<th>PRICE</th>
<th>DAY NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CRUSHED</td>
<td>$18.60 PER 40 LB. BAG</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CUBED</td>
<td>$18.60 PER 40 LB. BAG</td>
<td></td>
</tr>
</tbody>
</table>

All prices are subject to 6.625% N.J. Sales Tax.

Please send your order 15 days prior to the event.

Advance Order Payment will only be accepted by either company or certified check. Same day order payments are to be in cash only. Due on delivery of ice.

Send order and payment to: Meadowlands Exposition Center
355 Plaza Drive
Secaucus, NJ 07094
Attn: Rafael Cruz

Should you have any questions contact us at (201) 330-8668.

Note: Ice will be available during the show with a $3.10 service charge per bag. Deliveries of full bags only. Only cubed ice is available for same day service.
**COMPRESSED AIR ORDER FORM**

Return a copy with payment made out to:
**SMG Exposition Services**
355 Plaza Drive, Secaucus, NJ 07094
(201) 330-8227
(201) 330-1586 - Fax

<table>
<thead>
<tr>
<th>Name of Show</th>
<th>Dates of Show</th>
<th>Booth #</th>
<th>Contact at Show</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BENEATH THE SEA 2020</strong></td>
<td>October 10-11, 2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibiting Firm Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMPRESSED AIR: Pressure 80 PSI, Maximum size 3/4”**

<table>
<thead>
<tr>
<th>COMPRESSED AIR</th>
<th>1/4&quot; - 1/2&quot;</th>
<th>3/4&quot;</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Rate</td>
<td>$325.00</td>
<td>$350.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**# of __________________ Compressed Air Lines – Size of Line __________________

# __________________ of CFM *(Mandatory)***

Your advance service order allows us to do preliminary work in your booth. When your machine is ready for connection - please check in at the service desk. Pricing includes bringing service into exhibit, making one connection to equipment and disconnecting service at the end of the show. Each branch connection in the exhibit will be 50% of the above prices. Prices quoted are based on Monday through Friday - 8:00 A.M. to 4:30 P.M. Saturday, Sunday, Holidays and after 4:30 PM will be charged connection rate, plus overtime hours at $113.60. Hourly rates for work other than connections quoted will be at $75.70 per hour straight time, $113.60 per hour overtime, minimum one hour.

**PAYMENT IN FULL MUST ACCOMPANY ORDER**

☐ Check Enclosed       ☐ Mastercard       ☐ Visa       ☐ American Express

Credit Card # ___________________________ Expiration Date ________________

Credit Card Holder ______________________________________________________

Authorized Signature _____________________________________________
# Audio Visual Order Form

**Beneath the Sea 2020**

**CUSTOMER INFORMATION**

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Delivery Date</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Zip</td>
<td>On Site Contact:</td>
</tr>
<tr>
<td>Contact</td>
<td>Mobile #:</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>PICK UP Date:</td>
<td>Time:</td>
</tr>
</tbody>
</table>

## Data Display Equipment

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DAY RATE</th>
<th>2 DAY RATE</th>
<th>3 DAY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>42&quot; Display Monitor</td>
<td>$400</td>
<td>$700</td>
<td>$950</td>
<td></td>
</tr>
<tr>
<td>50&quot; Display Monitor</td>
<td>$500</td>
<td>$900</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>60&quot; Display Monitor</td>
<td>$700</td>
<td>$1,300</td>
<td>$1,800</td>
<td></td>
</tr>
</tbody>
</table>

Additional Display monitor sizes are available. Please contact our KVL representative to discuss your options.

## Projection

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DAY RATE</th>
<th>2 DAY RATE</th>
<th>3 DAY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LCD Data Projector (3K Lumen)</td>
<td>$400</td>
<td>$700</td>
<td>$950</td>
<td></td>
</tr>
<tr>
<td>LCD Data Projector (5K Lumen)</td>
<td>$700</td>
<td>$1,300</td>
<td>$1,800</td>
<td></td>
</tr>
<tr>
<td>Tripod Screen</td>
<td>$50</td>
<td>$100</td>
<td>$150</td>
<td></td>
</tr>
</tbody>
</table>

A wide variety of Data projectors & Fast-Fold Screens are available. Please contact our KVL representative to discuss your needs.

## Audio

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DAY RATE</th>
<th>2 DAY RATE</th>
<th>3 DAY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Speaker Sound System (includes wired mic, Speaker &amp; Stand)</td>
<td>$100</td>
<td>$200</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Two Speaker Sound System (includes wired mic, 2 Speakers &amp; Stands)</td>
<td>$200</td>
<td>$400</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>Wired Microphone</td>
<td>$50</td>
<td>$100</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone (Specify Hand Held or Lavaliere)</td>
<td>$150</td>
<td>$300</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>Wireless Headset Microphone</td>
<td>$200</td>
<td>$400</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>4-6 Channel Audio Mixer (required for multiple audio inputs)</td>
<td>$75</td>
<td>$150</td>
<td>$225</td>
<td></td>
</tr>
<tr>
<td>Direct Box (for Laptop, iPod /MP3 Audio)</td>
<td>$50</td>
<td>$100</td>
<td>$150</td>
<td></td>
</tr>
</tbody>
</table>

## Miscellaneous

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DAY RATE</th>
<th>2 DAY RATE</th>
<th>3 DAY RATE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless Computer Remote/Laser Pointer</td>
<td>$50</td>
<td>$90</td>
<td>$120</td>
<td></td>
</tr>
<tr>
<td>54&quot; Rolling Cart with Skirt</td>
<td>$30</td>
<td>$60</td>
<td>$90</td>
<td></td>
</tr>
<tr>
<td>Projector Stand</td>
<td>$20</td>
<td>$40</td>
<td>$60</td>
<td></td>
</tr>
</tbody>
</table>

**Please Note:**

- Please contact KVL for additional equipment not listed on this sheet.
- All rentals incur Labor & Delivery/Pick Up charges.
- Labor rate is $70. per technician hour.
- All Equipment Orders must be confirmed!

To guarantee prompt delivery, this order should reach us at least 10 days prior to delivery date.
Payment is due in advance of delivery by check or credit card, Visa, Master Card, American Express.
A 10% cancellation fee will apply with a minimum of 72 hours notice. 100% thereafter.

**Credit Card Information**

<table>
<thead>
<tr>
<th>Type:</th>
<th>Card Number:</th>
<th>Expiration Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURE:**

**Today Date:**

---

**Equipment Rental**

- Labor
- Delivery & Pick Up $150
- Taxable Subtotal
- 6.875% NJ Sales Tax
- Total

---

**355 Plaza Drive**

**Secaucus, NJ 07094**

**Phone (201) 423-7855**

**mkennedy@kvlav.com**
# Internet / Telephone Service Form

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

## Internet – Wireless User

<table>
<thead>
<tr>
<th>Rate</th>
<th>How Do I Get It?</th>
</tr>
</thead>
</table>
| $34.99 Per Day / Per Device | 1. Turn on your Wi-Fi enabled device and select the Meadowlands Expo WiFi network from the available Wi-Fi Networks. Wait until you see CONNECTED next to the network name.  
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 or prompt you to take action.  
3. Fill out all required information. Case sensitive and extra spaces will result in failure. Please make sure all information is filled out correctly before clicking SIGN UP / PAY NOW.  
4. At this time, you should be connected to the Internet, and can utilize the services. You may have to turn your WiFi off and on to gain connectivity. 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. |

**On-Site/On Demand Internet**  
1 IP address/1 device

---

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

## Internet – Network Services

### Wireless - Engineering Charges are additional and will be calculated after your order is submitted

<table>
<thead>
<tr>
<th>Wireless</th>
<th>Quantity</th>
<th>Rate</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>4302</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4302</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4305</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Wired – Installation charges are additional and will be calculated after your order is submitted

<table>
<thead>
<tr>
<th>Wired - Installation</th>
<th>Quantity</th>
<th>Rate</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>4301</td>
<td></td>
<td>$625</td>
<td></td>
</tr>
<tr>
<td>4307</td>
<td></td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>4308</td>
<td></td>
<td>$2250</td>
<td></td>
</tr>
<tr>
<td>4309</td>
<td></td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>4313</td>
<td></td>
<td>$350</td>
<td></td>
</tr>
</tbody>
</table>

**Equipment**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Quantity</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001</td>
<td></td>
<td>$150</td>
</tr>
<tr>
<td>4001</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>4001</td>
<td></td>
<td>$50</td>
</tr>
</tbody>
</table>

**Engineering**

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Quantity</th>
<th>Rate Per Minute</th>
</tr>
</thead>
<tbody>
<tr>
<td>4306</td>
<td></td>
<td>$1.75</td>
</tr>
<tr>
<td>4201</td>
<td></td>
<td>$1.35</td>
</tr>
</tbody>
</table>

**Installation / On-Site Support**

<table>
<thead>
<tr>
<th>Installation / On-Site Support</th>
<th>Quantity</th>
<th>Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>4312</td>
<td></td>
<td>$1.35</td>
</tr>
</tbody>
</table>

**Telephone – Installation Charges for 4310 are additional and will be calculated after your order is submitted**

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Quantity</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4303</td>
<td></td>
<td>$350</td>
</tr>
<tr>
<td>4310</td>
<td></td>
<td>$150</td>
</tr>
</tbody>
</table>

**Tax (6.625%)**

**Total**

---

**Show Name:** BENEATH THE SEA 2020  
**Show Dates:** OCTOBER 10-11, 2020

---

**Company Name:**  
**Cardholder Name:**

**Billing Address:**

**City:**

**State:**

**Zip Code:**

**Phone:**

**Fax:**

**E-Mail Address:**

**Card Type:** VISA  
**Card Number:**

**Expiration Date:**

**CVV/Credit Code:**

**Same As Above:**

**Company Mailing Address:**

**Authorized Name (PRINT):**  
**Authorized Signature:**

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

---

**Transaction ID:**  
8/2017rev
Booth Information Form
To be filled out only if you have chosen Network or Telephone service(s).

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Name:</td>
<td>Show Dates:</td>
</tr>
</tbody>
</table>

**IMPORTANT!** Prior to installation of service, a complete booth floor plan is required. Please utilize this grid if you do not have your own floor plan to send us. For a floor plan to be considered complete it must include all the information listed to the right of the grid (TP, designated location of items within the booth, surrounding booths, scale-length and width).

<table>
<thead>
<tr>
<th>X = Termination Point (TP) – The originating line(s) for service, whether from overhead, a floor pocket will be delivered to this point within your booth. Unless specified, the TP will be placed at Big Red Pin Inc.’s discretion. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C / D = Computer “C” or Device “D”. Indicate the exact location where any device requiring connectivity will be placed. Since this is a wired device, plan on keeping this device in place. If you rented a switch, this will be placed in the best location chosen by Big Red Pin Inc. installers.</td>
</tr>
<tr>
<td>Orientation = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Big Red Pin Inc. to accurately install your services.</td>
</tr>
<tr>
<td>Size = Booth dimensions (example 10x10)</td>
</tr>
<tr>
<td>Scale = 1 Box is equal to _______ ft.</td>
</tr>
</tbody>
</table>

Please submit ALL forms via E-mail to: orders@bigredpin.com or Fax: 1-888-247-3471
Questions about pricing or for technical support inquiries: 732-486-3217
Terms of Service & Acceptable Use Policy

Registration/Customer Information/Privacy and Security

44 information that you provide to Big Red Pin, Inc. must be accurate, including your name, email address, credit card information, and billing address. You agree to keep this information up-to-date and accurate. We reserve the right, in our sole discretion, to suspend or terminate your access to the Service if you fail to do so. You agree to receive commercial e-mails from Big Red Pin, Inc., if you have opted in to such communications by providing your e-mail address.

Privacy Policy

By agreeing to the Terms and Conditions set forth, you agree to submit any Personal Information to Big Red Pin, Inc. for the purposes of providing you with the Service. Your Personal Information may be used for the purpose of providing you with additional services, product, and/or service offerings. By using the Service, you agree to receive communications from Big Red Pin, Inc. regarding these services, product, and/or service offerings.

Liability

Big Red Pin, Inc. and/or the applicable Third Party Provider control access to this Service from or to their headquarters in various locations in the United States of America and makes no representation that these Materials are appropriate or available for use in any location outside the United States of America. You acknowledge and agree that these Materials are subject to the export control laws of the United States of America. You agree that you will comply with all applicable international and domestic government laws that may affect your use of the Service, including all applicable import, export, re-export and export control laws.

Modifications to the Service

Big Red Pin, Inc. reserves the rights to modify or discontinue, temporarily or permanently, any part of the Service, at any time and for any reason, with or without notice. Big Red Pin, Inc. will not be liable to you or any third-party for any modification, suspension, or discontinuance of the Service. We will not refund to you any fees or charges for any discontinuation of the Service. You agree to keep your Service account updated and current at all times. You agree to notify us immediately if you become aware of any unauthorized use of your Service account or if you suspect any unauthorized use of your Service account.

Disclaimer of Warranties

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