

barton **exposition**

Exhibitor Services Manual

PTO TODAY
March 10,2020
New Jersey Convention Center
Edison, New Jersey

Presented By
barton **exposition**

Show Information

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PTO TODAY
March 10, 2020
New Jersey Convention Center

Barton Exposition is pleased to be the official Decorator and Service Contractor for PTO TODAY, being held March 10, 2020 at the New Jersey Convention Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (Black/White)
- 3' High Side Rail (White)
- (1) 6' Draped Table (Black)
- (2) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

EACH 10' x 20' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (White/Gold)
- 3' High Side Rail (White)
- (2) 6' Draped Table (Black)
- (4) Folding Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

Please note that the exhibit area is not carpeted.

EVENT SCHEDULE:

Exhibitor Move-In:	Monday	March	9	4:00pm – 6:00pm
	Tuesday	March	10	7:00am - 8:30am
Show Hours	Tuesday	March	10	9:00am – 2:00pm
Exhibitor Move-Out:	Tuesday	March	10	2:00pm – 5:00pm
Force Freight/Clear Floor	Tuesday	March	10	5:00pm

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IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET	Deadline date for advance order discount:	March 6, 2020
FREIGHT	Shipments begin arriving at warehouse:	March 6, 2020
	Warehouse shipments deadline:	March 9, 2020

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Barton Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

PTO Today
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
New Jersey Convention Center
97 Sunfield Avenue
Edison, NJ 08837

Advance shipments can arrive beginning on:
March 6 2020
Advance shipments deadline (avoid surcharges)
March 6, 2020

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to New Jersey Convention Center:

PTO TODAY
{Exhibiting Company Name}
(Booth #)
c/o Barton Exposition
New Jersey Convention Center
97 Sunfield Avenue
Edison, NJ 08837

Shipments can arrive to show site:

March 10,2020 (7:00am – 8:30am)

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Barton Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone: 201.884.8347
Fax: 201.731.5357
E-Mail: Exhibitorservices@bartonexpo.com
Web Site: www.bartonexpo.com

Payment Authorization Form

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PTO TODAY
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Company:	Booth:
Address:	
	Phone:
Ordered by (Print)	
Email Address:	Fax:
CALCULATE ESTIMATED TOTALS	
Furnishings and Accessories Orders	\$
Labor, Hanging Sign & In-Booth Forklift Orders	\$
Carpet, Custom Cut Carpet & Plush Carpet Orders	\$
Material Handling Orders	\$
Total Estimate including tax due	\$

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

Company Check - Make payable to Barton Exposition and reference **PTO TODAY** Mail to 3 Snowmass Ct, Freehold,NJ 07728

* Please Note - Return checks are subject to a \$25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**

Wire Transfers - If paying by wire transfer please include a \$25.00 surcharge for bank fees. **Please call for wire transfer details.**

Credit Card - For your convenience, Barton Exposition will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all Barton Exposition charges., and any charges that Barton Exposition may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

AMEX VISA MASTERCARD

	EXP DATE																		
Account Number																			
Security Code					<i>Visa/MasterCard (3 Digits), Amex (4 Digits)</i>														

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____

***** The cardholder named above hereby authorizes Barton Exposition to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I may incur additional charges. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____ DATE: _____

PAYMENT POLICY: - Barton Exposition requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.

TAX EXEMPT STATUS: - If you are exempt from sales tax at the time of payment a resale certificate must be provided with order. Resale certificates are not valid unless you are rebilling these charges to your customer.

EQUIPMENT: -You are responsible for payment on any Barton Exposition rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Standard Furniture & Accessories

bartonexposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PTO TODAY
March 10, 2020

New Jersey Convention Center

Chairs



Upholstered Side
Chair



Tall Stool

Draped & Undraped Tables



Pedestal Tables



Pedestal Table 30" High
Color: Black



Pedestal Table 42" High
Color: Black

Accessories



Chrome Easel



Retractable Stanchion



Wastebasket

Standard Furniture & Accessories Order Form

barton exposition

3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PAYMENT AUTHORIZATION FORM
MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
March 5, 2020

PTO TODAY
March 10, 2020
New Jersey Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1010	Black Folding Chair	\$30.00	\$40.00	N/A	
		1011	Upholstered Side Chair	\$50.00	\$75.00	N/A	
		1013	Tall Black Stool	\$75.00	\$110.00	N/A	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	\$80.00	\$120.00	N/A	
		2501	6' x 30" Undraped Table	\$100.00	\$180.00	N/A	
		2502	8' x 30" Undraped Table	\$115.00	\$180.00	N/A	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	\$110.00	\$175.00	N/A	
		2504	6' x 42" Undraped Counter	\$130.00	\$165.00	N/A	
		2505	8' x 42" Undraped Counter	\$145.00	\$195.00	N/A	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	\$40.00	\$60.00	N/A	
		2507	6' Wood Riser	\$50.00	\$75.00	N/A	
DRAPED TABLES	<i>Table Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1001	4' x 30" high Draped Table	\$110.00	\$165.00		
		1003	6' x 30" high Draped Table	\$135.00	\$200.00		
		1005	8' x 30" high Draped Table	\$155.00	\$235.00		
		2001	4 th side Draped – 30"	\$50.00	\$75.00		
DRAPED COUNTERS	<i>Counter Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1002	4' x 42" high Draped Table	\$150.00	\$225.00		
		1004	6' x 42" high Draped Table	\$175.00	\$250.00		
		1006	8' x 42" high Draped Table	\$190.00	\$275.00		
DRAPED TABLE TOP RISERS	<i>Riser Drape Colors: Black, Blue, White, Burgundy, Red</i>						
		2508	4' Draped Riser	\$55.00	\$80.00		
		2509	6' Draped Riser	\$65.00	\$95.00		
DRAPED	<i>Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal</i>						
		1016	3' high Banjo Drape (4 ft. min. order)	\$9.00 / ft.	\$13.00 / ft.		
	1017	8' high Banjo Drape (4 ft. min. order)	\$20.00 / ft.	\$30.00 / ft.			
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	\$110.00	\$165.00		
		1009	30" x 42" High Pedestal Table	\$110.00	\$165.00		
MISCELLANEOUS		1019	Chrome Easel	\$60.00	\$90.00		
		1020	Wastebasket	\$20.00	\$30.00		
		1029	Retractable Stanchion	\$55.00	\$80.00		

If a color is not selected a default color will be chosen
To place an online order go to: bartonexpo.boomerecommerce.com

SUBTOTAL = _____ + TAX @ 6.62% = _____ = TOTAL \$ _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline Date will be charged Standard Rates. *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items cancelled after installation. NO EXCEPTIONS.

WAREHOUSE LABEL

barton **exposition**

RUSH

DO NOT DELAY

Must Arrive on or before

March 6, 2020 – March 9, 2020

TO: EXHIBITOR NAME

C/O BARTON EXPOSITON
NEW JERSEY CONVENTION CENTER
97 SUNFIELD AVE
EDISON, NJ 08837

WAREHOUSE

PTO Today

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

SHOW SITE LABEL

barton **exposition**

RUSH

DO NOT DELAY

Must Arrive on

March 10, 2020 (7:00am - 8:30am)

TO: _____
EXHIBITOR NAME

C/O BARTON EXPOSITON
NEW JERSEY CONVENTION CENTER
97 SUNFIELD AVE
EDISON, NJ 08837

SHOW SITE

PTO TODAY

Booth: _____ No. _____ of _____ Pcs.
Carrier _____

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3 Snowmass Ct
Freehold, NJ 07728
Phone 201-884-8347 Fax 201-731-5357

PTO TODAY March 10, 2020
New Jersey Convention Center
J

Shipping Labels

THESE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE ARE NEEDED COPIES ARE ACCEPTABLE.



New Jersey Convention & Exposition Center



2020 SERVICE ORDER FORM

For more information fo to www.NJexpocenter.com

DEADLINE FOR PREPAID RATE: 5 DAYS PRIOR TO THE EVENT MOVE IN
Tax not included in price below (6.625%)

To Order Log-On:

Marketplace.njexpocenter.com

Electric			Banner Hang		
wattage requirements are typically located on the power source or on a label on the bottom or back of the equipment			A Booth representative must be present for installation if the booth is larger then 10X20		
Booth Outlet	Prepaid Rate	Onsite Rate	Banner Hang Type/Size	Prepaid Rate	Onsite Rate
Basic Power (One outlet (any size) consists of a single receptacle)			Standard Sign/Banner (Labor included)		
1 - 500 Watts	\$ 99.00	\$ 125.00	0-120 SQ FT	\$ 150.00	\$ 200.00
501 - 1000 Watts	\$ 139.00	\$ 175.00	121 SQ FT - 240 SQ FT	\$ 275.00	\$ 325.00
1001 - 1500 Watts	\$ 159.00	\$ 200.00	241 SQ FT - 360 SQ FT	\$ 400.00	\$ 450.00
1501 - 2000 Watts	\$ 175.00	\$ 225.00	GREATER THAN 361 SQ FT	Call For Quote	
20 Amp Dedicated	\$ 275.00	\$ 350.00	Center Point Hang (Labor included)		
208 Volt - 1 Phase - 1 hr. of Labor included			0'-12' Round or Square	\$ 275.00	\$ 325.00
20 Amp	\$ 359.00	\$ 450.00	12'-1'-24' Round or Square	\$ 350.00	\$ 400.00
30 Amp	\$ 499.00	\$ 623.75	Booth Cleaning (Per day rate)		
208 Volt - 3 Phase - 1 hr. of Labor included			Booth Size		
30 Amp	\$ 558.00	\$ 697.50	Prepaid Rate		
Extras/Lighting			Onsite Rate		
Standard Sign/Banner			10X10	\$ 20.00	\$ 30.00
Power Strip	\$ 29.00	\$ 40.00	10X20	\$ 30.00	\$ 40.00
2-300w Flood Lights (Electric included)	\$ 178.00	\$ 225.00	20X20	\$ 50.00	\$ 60.00
4-300w W/Track (Electric included)	\$ 388.00	\$ 475.00	If only (1) day is chosen, cleaning will be done the night after Move in		
The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles. No refunds or credits will be given after the start of the show					



ONS DIGITAL

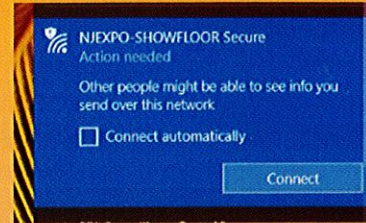
How to Connect to NJ Expo

Wifi



STEP 1

Connect to the NJ Expo Wifi Network on your Device

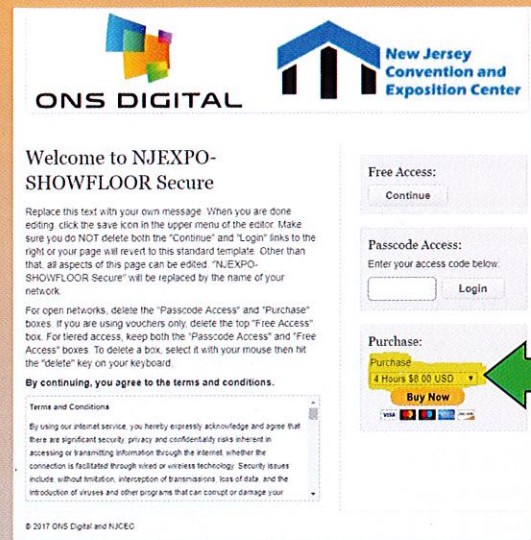


STEP 2

A Welcome screen will appear with the terms of use and a Buy Now button

Choose between:

4 Hours \$8 24 Hours \$20
48 Hours \$40 96 Hours \$55



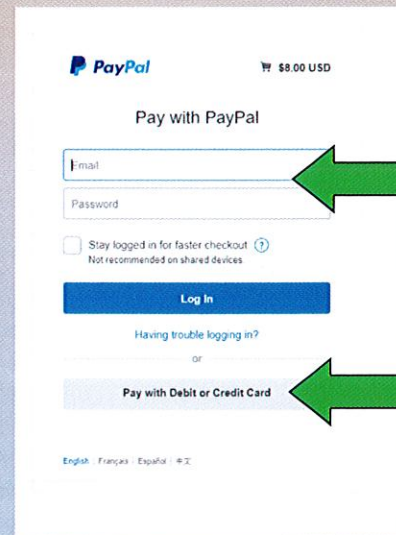
STEP 3

You will be taken to a Paypal login screen. You can either

(1) Login to your Paypal account to pay

or

(2) Click Pay with Debit or Credit Card and then enter your billing information



1

2



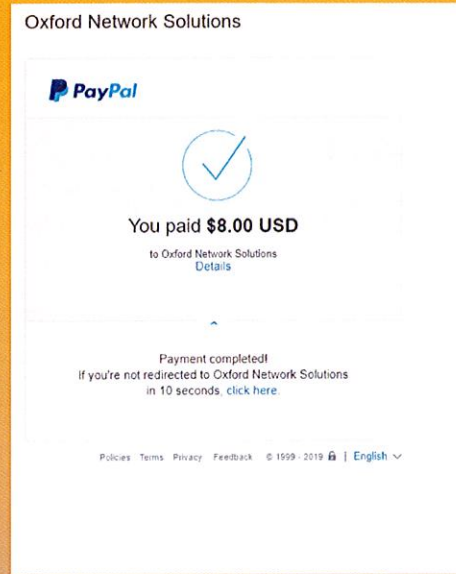
ONS DIGITAL

How to Connect to NJ Expo Wifi



STEP 4

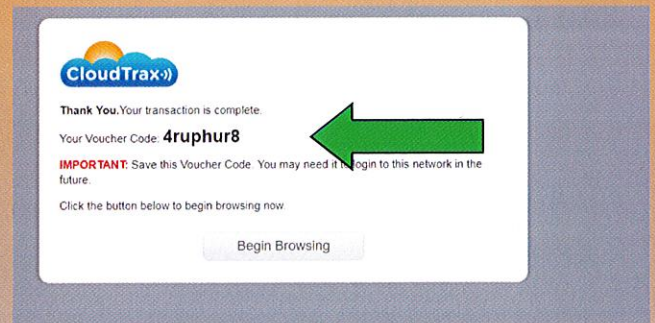
When you are done processing the payment you will see a screen that says payment complete...



STEP 5

Your voucher Code will come up. Write that number here:

It will also be emailed to the address you put in during checkout.



STEP 6

If you buy a **multi day** Code or for any reason need to log back in and Follow Step 1. At Step 2 you will enter your Voucher Code and click Login.

