



Dear Exhibitor,

SMG Exposition Services is the exclusive Decorator and Service Contractor for the **PTO TODAY LIVE EXPO** to be held at the **Meadowlands Exposition Center, WEDNESDAY, SEPTEMBER 30, 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:

FRIDAY, SEPTEMBER 18, 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:

Booth Equipment for Sponsors (8'D x 20'W)

8' High Back Drapery (White and Gold)
3' High Side Drapery (White and Gold)
(2) 6' Decorated Tables (Gold)
Carpeted Booth with Show Color
(4) Folding Chairs
(2) Wastebaskets
(1) I. D. Sign

Booth Equipment for Exhibitors (8'D x 10'W)

8' High Back Drapery (White and Gold)
3' High Back Drapery (Black and White)
(1) 6' Decorated Tables (Black)
(2) Folding Chairs
(1) Wastebaskets
(1) I. D. Sign



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

Tuesday	September 29, 2020	4:00 pm to 6:00 pm
Wednesday	September 30, 2020	7:00 am to 8:30 am

SHOW HOURS

Wednesday	September 30, 2020	9:00 am to 2:00 pm
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MOVE OUT DATES/HOURS

Wednesday	September 30, 2020	2:00 pm to 5:00 pm
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If drivers have not checked in at the Service desk by 6:00pm, freight will be forced onto common carrier.

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



Show Name: **PTO TODAY LIVE EXPO**

Show Dates: **WEDNESDAY, SEPTEMBER 30, 2020**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **SEPTEMBER 18, 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.



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NOTIFICATION OF INTENT TO USE EXHIBITOR HIRED SERVICE CONTRACTOR

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

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

Company Name _____ Booth No. _____

Contact at Show: _____

Exhibitor Hired Service Contractor: _____

Address of Hired Service Contractor: _____

Telephone Number of Hired Service Contractor: _____

FAX Number of Hired Service Contractor: _____

Type of Service to be performed: _____

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

This form must be received no later than: **August 31, 2020**

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

Welcome

HARMON MEADOW

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



Mill Creek Marsh Trails Entrance - Jogging & Bird-Watching Pathways

FOR LEASING INFO:
 HARTZ MOUNTAIN INDUSTRIES, INC.
 400 Plaza Dr, Secaucus, NJ 07096-1515
 201.348.1200 - Ph • 201.348.4358 - Fax

MEADOWLANDS SPORTS COMPLEX
 2 MILES TO METLIFE STADIUM

MEADOWLANDS EXPOSITION CENTER
 250,000 visitors per year

Store Hours Vary

BUS & SHUTTLE STOPS
 NJ Transit & Shuttle Service to Secaucus Junction Train Station

HARTZ
www.hartzmountain.com

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

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

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



Payment and Order Summary Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

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

Show Name: **PTO TODAY LIVE EXPO**

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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	\$ _____
Floral and Plant Rental Order Form	\$ _____
Select Carpet 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: **PTO TODAY LIVE EXPO**

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

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

Where to Ship

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

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

Advance Warehouse Shipments:

Deadline Date: September 18, 2020

****NOTE****

Direct Shipments:

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**

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

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

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

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

Rate Schedule:

Advance shipping rates include the following services:

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

Direct Shipping Rates include the following services:

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

Penalty Charges:

Late arriving shipments after show opens \$7.00/cwt

Off Target Charges \$2.00/cwt

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

Please see next page for further information on Material Handling.

Crated Shipments CWT=per 100 lbs.

Advance Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. 200# Minimum	\$130.00
1001-over	\$125.00

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

Direct Shipping Rates:

Per Shipment	Per 100#
1-1000 lbs. 200# Minimum	\$101.00
1001-over	\$99.00

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

Special Shipping Rates/Uncrated or Van Lines:

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

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

Material Handling Information/Limits of Liability

Small Package Shipments:

Shipments received without individual/carrier 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 reloading 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, lock-outs, 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

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Account Number:

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 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”*



LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

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.

Adobe Acrobat Reader DC may be required for completion of form. [Click image to download](#)



Freight & Customs Freight Only Customs Only Return Only

2a PICK-UP LOCATION

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 DELIVERY TO ADDRESS

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b SERVICES

P/U Date _____ From _____ To _____ Hours _____
 Dlv Date _____ Hours _____

Express Economy LTL 7 - 10 Days Int'l
 Inside Liftgate Dock
 Other _____

4 RETURN TO

Check Box if the Return address is the same as 2a

Shipper _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 PACKAGE INFO

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

PCS	DIMENSIONS (L x H x W)	WGT
TOTAL PIECES		TOTAL WEIGHT

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 PAYMENT

Credit Card Information / Billing Address MasterCard VISA AMERICAN EXPRESS

Credit Card Number _____ Security Code _____ Exp. Date MM / YYYY

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 _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ 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

	Straight Time	Overtime
Stagehand Labor:	\$ 93.60/labor hour	\$140.40/labor hour
Aerial Lift Crew:	\$275.00/hr.	\$395.00/hr.
Forklift Crew:	\$250.00/hr.	\$360.00/hr.

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

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

PLEASE INDICATE SERVICE DESIRED:

SUPERVISION BY SMG EXPOSITION SERVICES

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

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

Please provide an emergency phone number () _____ Contact Name: _____

Return Shipping Instructions are as follows:

Ship To:

Name: _____ Address _____

City: _____ State: _____ Zip: _____ Attention: _____

Via: _____ Prepaid _____ Collect _____

SUPERVISION BY EXHIBITOR PERSONNEL

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

EXHIBITOR SUPERVISOR WILL BE: _____

Banding Service: \$55.00 per pallet straight time and

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

Please Print or Type

Company Name _____ Booth # _____

Phone # () _____ Fax # () _____

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

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Set-Up = \$ _____

Dismantle =\$ _____

Supervision =\$ _____

Forklift =\$ _____

Other =\$ _____

Total =\$ _____

Please enter total on Order Summary Form.



Carpet Rental Order Form

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

Show Name: **PTO TODAY LIVE EXPO**

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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

<i>Size</i>	<i>Quantity</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____ ft. x _____ ft. = _____ sq. ft. x \$3.52/sq. ft. = \$ _____			x \$4.15/sq. ft. = \$ _____

Check color choice:

Blue
 Teal
 Burgundy
 Red
 Grey
 Black

Basic Booth Price

Carpet cut in standard widths

Prices include: Taping of one aisle side

<i>Quantity</i>	<i>Size</i>	<i>Advanced Price</i>	<i>Onsite Price</i>
_____	9' x 10'	\$180.00	\$ _____ \$250.00 \$ _____
_____	9' x 20'	\$310.00	\$ _____ \$375.00 \$ _____
_____	9' x 30'	\$420.00	\$ _____ \$600.00 \$ _____
_____	9' x 40'	\$550.00	\$ _____ \$725.00 \$ _____

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

Check color choice:

Blue
 Teal
 Burgundy
 Red
 Grey
 Black

Basic Booth Price

Item

Carpet Tape..... lin. ft. x \$0.97/sq. ft. = \$ _____
 Carpet Padding..... ft. x _____ ft. = _____ sq. ft. x \$1.75/sq. ft. = \$ _____
 Plastic Covering..... ft. x _____ ft. = _____ sq. ft. x \$1.35/sq. ft. = \$ _____
 Logo Carpeting..... Price Quoted upon Request

Please Print or Type

Company Name _____ Booth # _____

Phone # (____) _____ Fax # (____) _____

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

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Cut and Lay Carpet = \$ _____

Basic Booth Carpet = \$ _____

Carpet Accessories = \$ _____

Total = \$ _____

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



Furniture/Accessories Rental Form

Please mail or fax Completed Form to: SMG Exposition Services

355 Plaza Drive, Secaucus, NJ 07094

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

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Draped Display Tables

Includes white vinyl top and pleated skirting on three sides

Qty.	Size	Advanced Price	Onsite Price	Total
_____	2' x 4' x 30" high	\$110.00	\$123.60	_____
_____	2' x 6' x 30" high	\$140.00	\$157.30	_____
_____	2' x 8' x 30" high	\$150.00	\$177.90	_____
_____	2' x 4' x 42" high	\$142.00	\$175.10	_____
_____	2' x 6' x 42" high	\$176.00	\$192.35	_____
_____	2' x 8' x 42" high	\$185.00	\$207.80	_____

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

Drape Fourth Side of Table

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

Undraped Display Tables

Includes white vinyl top ONLY (no skirting)

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

Special Booth Draping

Show Mgmt. provides only standard drape for booth

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

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

Accessories

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Wastebasket	\$ 15.45	\$31.95	_____
_____	Easel	\$ 29.90	\$39.15	_____
_____	22" x 28" Sign Frame	\$ 39.15	\$52.55	_____
_____	Chrome Stanchion (adv. only)	\$ 31.95	\$36.05	_____
_____	Plush Rope 6' or 10' (adv. only)	\$ 21.65		_____
_____	36" Pedestal x 30" high	\$125.00	\$150.00 (black)	_____
_____	36" Pedestal x 40" high	\$150.00	\$180.00 (black)	_____
_____	Extra Base and Post	\$ 16.50	\$19.60	_____
_____	Literature Rack (adv. only)	\$195.00		_____
_____	Bag Rack (adv. only)	\$ 75.00		_____
_____	Showcase (adv. only)	\$626.25		_____

Chairs

Qty.	Type	Advanced Price	Onsite Price	Total
_____	Plastic Folding	\$21.65	\$26.80	_____
_____	Straight Chair	\$51.50	\$68.00	_____
_____	Black Padded Stool w/back	\$90.00	\$105.00	_____

Table-Top Risers

Qty.	Type	Adv. Price	Onsite Price	Total
_____	6'x12" high	\$38.15	\$62.85	_____

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

Additional Special Draping

<u>Skirting for Skids and Crates</u>				
_____	ft x \$5.15/lin. ft. = _____	, plus labor (see labor form)		
<u>Draping Exhibitors' own Tables</u>				
_____	4' \$39.15	_____	6' \$39.15	_____
		_____	8' \$39.15	_____

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

Please Print or Type

Company Name _____ Booth # _____

Phone # (_____) _____ Fax # (_____) _____

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

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Total = \$ _____

Please enter total on Order Summary Form.



Booth Cleaning Order Form

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

Show Name: **PTO TODAY LIVE EXPO**

Show Dates: **WEDNESDAY, SEPTEMBER 30, 2020**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **SEPTEMBER 18, 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

Advanced Price

Onsite Price

Under 500 sq. ft.	\$0.40/sq. ft.	\$0.45/sq. ft.	(see below)
Over 500 sq. ft.	\$0.35/sq. ft.	\$0.40/sq. ft.	(see below)

Number of days required:

_____ Once _____ Daily

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

*gross exhibit area.

PORTER SERVICE

Monday-Friday 8:00 A.M. - 4:30 P.M. \$41.20/hr. (one hour minimum)

Monday-Friday after 4:30 P.M. \$49.50/hr. (one hour minimum)

Saturdays, Sundays and Holidays \$55.65/hr. (one hour minimum)

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

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

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

Special Instructions:

Date(s): _____ Time(s): _____

Please Print or Type

Company Name _____ Booth # _____

Phone # (____) _____ Fax # (____) _____

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

NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

Summary of Services

Vacuuming = \$ _____

Mopping = \$ _____

Porter Service = \$ _____

Total = \$ _____

Please enter total on Order Summary Form.



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

FLORAL DECORATIONS

PTO TODAY LIVE EXPO
 WEDNESDAY, SEPTEMBER 30, 2020
 Meadowlands Exposition Center

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	67.00		
Fresh Floral Arrangement 15 - 18" High	77.00		
Exotic Floral Arrangement 14" High	82.00		
Exotic Floral Arrangement 24" High	96.00		

RENTAL GREEN & FLOWERING PLANTS

Mum Plants ___ yellow ___ white ___ lavender	27.00		
Azaleas	32.00		
Green Table Plant	27.00		
Large Fern	37.00		
3-foot Green Plant	44.00		
4-foot Green Plant	54.00		
5-foot Green Plant	64.00		
6-foot Green Plant	74.00		
8-foot Green Plant	90.00		

TOTAL: _____

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

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

ON SITE ORDERS SUBJECT TO
 AVAILABILITY

___ PLEASE HAVE YOUR
 DESIGNER COME BY TO
 MAKE SUGGESTIONS
 DATE/TIME _____

ALL PLANTS INCLUDE
 DECORATIVE CONTAINERS
 PLEASE CHECK ONE
 ___ WHITE ___ BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

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

Credit Account Number

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

Expiration Date MM/YY

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

American Express (15 Digits) Check

MasterCard (16 Digits)

Visa (13 or 16 Digits)

Authorized Signature

Name on Card

Security Code

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____ Phone _____

Address _____ FAX _____

City, Zip, State _____ E-mail _____

Party in Charge _____ Onsite Phone Number _____

Authorized Signature _____ **BOOTH #** _____



Select Carpet Order Form

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

Show Name: **PTO TODAY LIVE EXPO**

Show Dates: **WEDNESDAY, SEPTEMBER 30, 2020**

Show Location: **MEADOWLANDS EXPOSITION CENTER**

Deadline Date to Receive Discounted Rates: **SEPTEMBER 18, 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

_____ ft. x _____ ft. = _____ sq. ft. x \$4.50/sq. ft. = \$ _____ x \$4.75/sq. ft. = \$ _____

Check color choice:

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

PLEASE NOTE: ALL Select Carpet orders MUST BE RECEIVED in our Offices with Full Payment including 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.

FIRE EXTINGUISHER 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

Name of Show PTO TODAY LIVE EXPO	Dates of Show Sept. 30, 2020	Booth #	Contact at Show
Exhibiting Firm Name	Address		
Phone #	City	State	Zip

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	Price	Quan.	\$ Amount
Advanced Rate	\$52.05		\$
Late Order Amount	\$62.45		\$

PAYMENT IN FULL MUST ACCOMPANY ORDER

Check Enclosed Mastercard Visa American Express

Credit Card # _____ Expiration Date _____

Credit Card Holder _____

Authorized Signature _____

PTO TODAY LIVE EXPO
Wednesday, September 30, 2020
Meadowlands Exposition Center

ELECTRICAL SERVICE

ORDER FORM



FULL PAYMENT IS REQUIRED TO PROCESS ORDER. RETURN WITH 100% REMITTANCE TO:

Meadowlands Expo Center * 355 PLAZA DRIVE * SECAUCUS, NJ 07094 * PHONE(201)330-8227 * FAX(201)330-1172

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

COMPANY		BOOTH NUMBER		ALL QUESTIONS REGARDING ELECTRIC SERVICES EXHIBITORSERVICES@MECEXPO.COM 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			
CARDHOLDERS ADDRESS		STREET	CITY			STATE	ZIP
PHONE	FAX	EMAIL ADDRESS (INVOICES WILL BE EMAILED AT SHOW CLOSE)					
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED * PLEASE PRINT				DATE	
MASTERCARD	VISA	AMERICAN EXPRESS	EXP. DATE			V CODE	
ACCOUNT NUMBER							
CARDHOLDERS SIGNATURE:		CARDHOLDERS NAME * PLEASE PRINT					
X							

GENERAL OUTLETS - SIMPLE CONNECTIONS FOR LIGHTING

FIXTURES AND OTHER EQUIPMENT WITHOUT MOTORS.

QUANTITY	DESCRIPTION	ADVANCE ORDER	LATE ORDER	TOTAL
	UP TO 1000 WATTS	\$122.93	\$160.23	
	UP TO 2000 WATTS	\$134.37	\$177.62	
	PARCAN INCLUDES LABOR & POWER	\$294.25	\$374.50	

ELECTRICAL EQUIPMENT TO RENT.

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

DIRECT CONNECTIONS

MULTIPLY VOLTS X AMPS TO GET WATTS, RATE IS \$150 FIRST 1000

WATTS PLUS \$25.00 FOR EACH ADDITIONAL 1000 WATTS THEROF.

DESCRIPTION	VOLTS	AMPS	PHASE	TOTAL

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

ELECTRICAL LABOR

MAN HOURS	RATE	TOTAL

GRAND TOTAL

\$

CONDITIONS AND REGULATIONS:

- ALL EQUIPMENT REGARDLESS OF SOURCE OF POWER, MUST COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY CODES
- 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
- WALL AND PERMANENT BUILDING OUTLETS ARE NOT TO BE USED BY EXHIBITORS
- STANDARD BUILDING VOLTAGES ARE 120 V, 208 V, 277 V AND 408 V
- ALL EQUIPMENT MUST BE PROPERLY TAGGED AND WIRED WITH COMPLETE INFORMATION AS TO TYPE OF CURRENT, VOLTAGE, PHASE, CYCLE HORSEPOWER

PAYMENT POLICY

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

LABOR FOR ELECTRICAL WORK ON EQUIPMENT INCLUDING REPAIRS AND TRACING MALFUNCTIONS.

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

MONDAY - FRIDAY 8AM-430PM ST

ALL OTHER HOURS WORKED ON WEEKDAYS SATURDAYS OT

SUNDAYS AND HOLIDAYS - DT

ST - \$90.00

OT - \$135.00

DT - \$180.00

All ELECTRIC WILL BE KEPT ON FOR 24 HOURS

PTO TODAY LIVE EXPO
Wednesday, September 30, 2020
Meadowlands Exposition Center

ELECTRICAL CODE



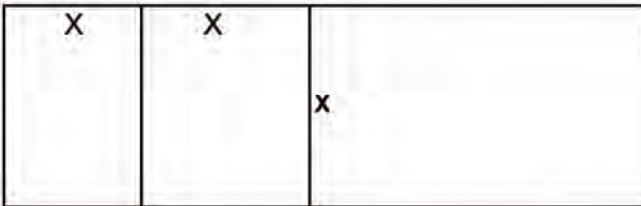
- * ALL WIRING MUST HAVE 3 - WIRE GROUNDED CORD WITH A MINIMUM OF #14 GAUGE.
- * SPOT OR FLOOD LIGHTING IS A HAZARD WHEN LAMPS ARE TOO CLOSE TO FABRICS OR OTHER MATERIAL WHICH CAN BE AFFECTED BY HEAT
- * THE USE OF CLIP-ON SIGN SOCKETS, LATEX OR LAMP CORD WIRE IN DISPLAYS, OR THE USE OF 2- WIRE CLAMP ON FIXTURES, IS PROHIBITED BY 2- WIRE CLAMP ON FIXTURES, IS 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?

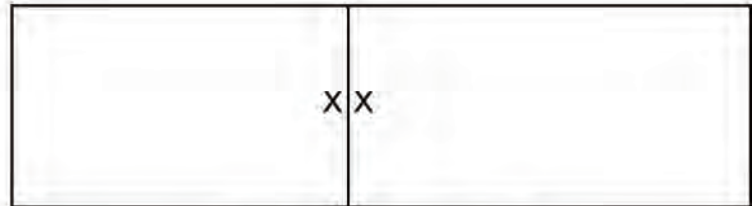
THERE ARE FOUR DIFFERENT TYPES OF TRADE SHOW BOOTHS: LINE BOOTHS, PENINSULA BOOTHS, BACK TO BACK PENINSULA BOOTHS, AND ISLAND BOOTHS.

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.



LINE BOOTHS

PENINSULA BOOTHS



BACK-TO-BACK PENINSULA BOOTHS

**LABOR REQUIRED
SUBMIT FLOORPLAN**

ISLAND BOOTHS

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

Name of Show PTO TODAY LIVE EXPO	Dates of Show Sept. 30, 2020	Booth #	Contact at Show
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

Water/Drain Lines	Advanced Rate	Late Order Amt.	Connection Fee	\$ Amount
Water	\$175.00	\$210.00	\$75.00	\$
Drain	\$190.00	\$240.00	\$75.00	\$
(Quan)	Please Indicate as Required			
()	Fill & Drain	0 to 199 Gallons	\$125.00	\$
()	Fill & Drain	200 to 399 Gallons	\$225.00	\$
()	Fill & Drain	400 and Over	\$300.00	\$
GRAND TOTAL				\$

PAYMENT POLICY

- 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.
- 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.
- 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).
- 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 _____



355 Plaza Drive
 Secaucus, NJ 07094
 Phone (201) 423-7855
 mkennedy@kvlav.com



**AUDIO VISUAL ORDER FORM
 PTO TODAY LIVE EXPO**

CUSTOMER INFORMATION

Company		Booth #:
Address		Delivery Date Time:
City State Zip		On Site Contact:
Contact		Mobile #:
Phone: Fax		PICK UP Date: Time:

DATA DISPLAY EQUIPMENT	QUANTITY	DAY RATE	2 DAY RATE	3 DAY RATE	TOTAL
42" Display Monitor		\$ 400	\$ 700	\$ 950	
50" Display Monitor		\$ 500	\$ 900	\$ 1,200	
60" Display Monitor		\$ 700	\$ 1,300	\$ 1,800	
Additional Display monitor sizes are available					
Please contact our KVL representative to discuss your options.					
PROJECTION					
LCD Data Projector (3K Lumen)		\$ 400	\$ 700	\$ 950	
LCD Data Projector (5K Lumen)		\$ 700	\$ 1,300	\$ 1,800	
Tripod Screen		\$ 50	\$ 100	\$ 150	
A wide variety of Data projectors & Fast-Fold Screens are available					
Please contact our KVL representative to discuss your needs.					
AUDIO					
Single Speaker Sound System (includes wired mic, Speaker & Stand)		\$ 100	\$ 200	\$ 300	
Two Speaker Sound System (includes wired mic, 2 Speakers & Stands)		\$ 200	\$ 400	\$ 600	
Wired Microphone		\$ 50	\$ 100	\$ 150	
Wireless Microphone (Specify Hand Held or Lavalier)		\$ 150	\$ 300	\$ 450	
Wireless Headset Microphone		\$ 200	\$ 400	\$ 600	
4-6 Channel Audio Mixer (required for multiple audio inputs)		\$ 75	\$ 150	\$ 225	
Direct Box (for Laptop, iPod /MP3 Audio)		\$ 50	\$ 100	\$ 150	
Miscellaneous					
Wireless Computer Remote/Laser Pointer		\$ 50	\$ 90	\$ 120	
54" Rolling Cart with Skirt		\$ 30	\$ 60	\$ 90	
Projector Stand		\$ 20	\$ 40	\$ 60	

Please Note:

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

Equipment Rental

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

\$ 150

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

Type:	Card Number:	Expiration Date:
-------	--------------	------------------

SIGNATURE:

Today Date:



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

		Rate	How Do I Get It?
4400	On-Site/On Demand Internet 1 IP address/1 device	\$34.99 Per Day / Per Device Please do not submit this service form if you would like to purchase this service. This can be purchased while on-site. See instructions to the right	<ol style="list-style-type: none"> 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.

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

Internet – Network Services

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

Tax (6.625%)

Total

Show Name:	PTO TODAY LIVE EXPO	Show Dates:	SEPTEMBER 30,
Company Name:	_____	Cardholder Name:	_____
Billing Address:	_____	City:	_____ State: _____ Zip Code: _____
Phone:	_____ Fax:	_____	Booth Number: _____
E-Mail Address:	_____		
Card Type:	VISA _____ MASTERCARD _____ AMERICAN EXPRESS _____ DISCOVER _____		
Card Number:	_____ Expiration Date:	_____ CVVS/Code:	_____
Same As Above:	_____		
Company Mailing Address:	_____ City:	_____ State:	_____ Zip Code: _____
Authorized Name (PRINT):	_____	Authorized Signature:	_____
By signing above, I agree to the amount listed above and the terms and conditions.			



Booth Information Form

To be filled out only if you have chosen Network or Telephone service(s).

Company Name:	Booth #:
Show Name:	Show Dates:

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).

- 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.
- 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.
- 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.

Size = Booth dimensions (example 10x10) _____.

Scale = 1 Box is equal to _____ ft.

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

Third Party Content Disclaimer/Links to Third Party Sites

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

Privacy Policy

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

General Use Restrictions

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

Software Use Restrictions

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

Submissions

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

Disclaimer of Warranties

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

Limitation of Big Red Pin Inc. Liability

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

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

Liability of User

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

Local Laws; Export Control

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

U.S. Government Rights

The Materials on this Service are provided with the following restrictions: use, duplication, or disclosure by the U.S. Government is subject to the restrictions set forth in the FAR 53.227-19 (June 1987), FAR 53.227-14 (ALT II & ALT III) (June 1987), or if DOD, as specified in DFARS 252.2202-1(a) and 252.2202-3(a) and vendor's applicable license terms, and DFARS 252.227-7013 (Nov. 1995) and 252.227-7014 (Nov 1995), as applicable. Use of the Materials by the U.S. Government constitutes acknowledgment of Big Red Pin Inc. and/or the Third Party Provider's proprietary rights in them.

General

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

Infringement of Intellectual Property Rights

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

ACCEPTABLE USE POLICY

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

AUP Coverage

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

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

Terms of Service

Description of the Service
This Service is provided by Big Red Pin Inc. ("Big Red Pin Inc."). The Service provides you with access to the Internet via certain Big Red Pin Inc. High-speed Internet via access points and hardlines ("Locations"). No third party infrastructure is permitted on the premises without the expressed consent of Big Red Pin Inc.
• Network Speed is at 10Mbps unless specially provisioned 45 days in advance at additional expense.
• To receive Regular Rate, order must be processed and paid for at least 21 days in advance. A Floor Plan for Network Service(s) must be submitted along with order. Failure to do so could result in possible delay in service and/or materials.

- Only written cancellations will be accepted, and must be received at least 7 days prior to show move in.
- Cancellations will be assessed a 20% cancellation fee.
- All rented equipment is the financial and personal responsibility of the customer, and any damages to the equipment will result in additional charges.
- Any labor or requirement of a technician to be on-site will be billed at \$135 per hour.
- Big Red Pin Inc. provides the service of routing the internet and IP assignment; the user is responsible for supply of their own additional cables, connectors, adapters unless, at the Customer's request, Big Red Pin Inc. also supplies said materials. Connection and functionality of working service to devices is the Customer's responsibility.

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

Charges/Billing/Payment

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

Service Suspension/Termination/Cancellation

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

Modifications to the Service / Updates to the Terms

Big Red Pin Inc. reserves the right to modify or discontinue, temporarily or permanently, at any time and from time to time, the Service (or any function or feature of the Service or any part thereof, including but not limited to rates and charges) with or without notice. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension, or discontinuance of the Service. Without limiting the foregoing, Big Red Pin Inc. may post, or e-mail, notices of changes in the Service. It is your responsibility to check the website of Big Red Pin Inc. and your e-mail address for any such notices. You agree that Big Red Pin Inc. will not be liable to you or to any third party for any such modification, suspension, or discontinuance of the Service. These Terms may be updated or changed from time to time. The current Terms shall be posted at: www.bigredpin.com/terms-and-conditions.html. Your continued use of the Service following such notice constitutes your acceptance of those changes. If you do not agree to the revisions, you must terminate your Service immediately.

Operational Limits of the Service

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



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

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

AUP Enforcement and Notice

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

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

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

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

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

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

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

Prohibited Actions

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

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

Unlawful Activities

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

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

Offensive or Threatening Material or Content

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

Interaction with Minors

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

Spam/E-mail/Usenet Abuse
Violation of the CAN-SPAM Act of 2003, or any state or federal law regulating e-mail services, constitutes an automatic violation of this AUP and Big Red Pin Inc. reserves the right to seek damages and other available relief against Customer, as applicable.
Spam/E-mail/Usenet Abuse is prohibited on Big Red Pin Inc. Services. Examples of Spam/E-mail/Usenet Abuse include but are not limited to the following activities:

- Sending unsolicited electronic mail messages and "mail-bombing" (sending mass unsolicited e-mail messages to a single user, or group of users, commercial or otherwise, or deliberately sending very large attachments to one recipient) using Service(s) are prohibited;
- Using another site's mail server to relay mail without the express permission of the site;
- Using another computer, without authorization, to send multiple e-mail messages or to retransmit e-mail messages for the purpose of misleading recipients as to the origin;
- Using IP addresses that the Customer does not have a right to use;
- Collecting the responses from unsolicited electronic messages;
- Maintaining a site that is advertised via unsolicited electronic messages, regardless of the origin of the unsolicited electronic messages;
- Spamming, or sending unsolicited commercial e-mail, sending unsolicited electronic messages with petitions for signatures, or any chain mail related materials, or requests for charitable donations;
- Sending messages that are harassing or malicious, or otherwise could reasonably be predicted to interfere with another party's quiet enjoyment of the Big Red Pin Inc. Services or the Internet (e.g., through language, frequency, size or otherwise);
- Sending bulk (i.e., twenty five or more recipients) electronic messages without identifying, within the message, a reasonable means of opting out from receiving additional messages from the sender;
- Using distribution lists containing addresses that include those who have opted out;
- Sending electronic messages that do not accurately identify the sender, the sender's return address, the e-mail address of origin, or other information contained in the subject line or header;
- Forging headers or identifiers in order to disguise the origin of e-mail;
- Use of redirect links in unsolicited commercial e-mail to advertise a website or service;
- Posting messages to or canceling or superseding messages on an online forum or newsgroup in a manner that violates the rules of the forum or newsgroup or that contain forged header information;
- Sending bulk electronic messages in quantities that exceed standard industry norms; or
- Sending bulk for disruption of the Big Red Pin Inc. network or of the networks with which Big Red Pin Inc. interconnects;

Intercepting, redirecting or otherwise interfering or attempting to interfere with e-mail intended for other parties;

- Knowingly deleting any author attributions, legal notices, or proprietary designations or labels in a file that the user mails or sends;
- Using, distributing, advertising, transmitting, or otherwise making available any software program, product, or service that is designed to violate this AUP or the AUP of any other Internet Service Provider, including, but not limited to, the facilitation of the means to spam;

Spam Damages: Because spam related damages are often difficult to quantify, in those cases where the actual damages cannot be reasonably calculated, Big Red Pin Inc. reserves the right to seek from the Customer liquidated damages in the amount of five dollars (\$55.00) for each piece of "spam" or unsolicited bulk e-mail transmitted from or otherwise connected with Customer's account, in addition to any other rights and remedies Big Red Pin Inc. may have in contract, law, and equity.

Security Violations

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

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

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

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

Network Usage

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

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

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

Customer Responsibilities

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

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

Incident Reporting

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

Revisions to the AUP

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

Foreign/Personal Network Exemption

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

Contact

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

Please direct any questions to:

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

Authorized Signature

Date

FROM _____

SHOW PTO TODAY LIVE EXPO BOOTH No. _____

TO _____

c/o



**SMG
Exposition Services**

ADDRESS: _____

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

Receiving Hours: 9am to 3pm - Mon. - Fri.

ADVANCED FREIGHT

FROM _____

SHOW PTO TODAY LIVE EXPO BOOTH No. _____

TO _____

c/o



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FROM _____

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

DIRECT FREIGHT

FROM _____


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TO _____
c/o  **SMG**
Exposition Services
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Secaucus, NJ 07094

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