



2019 Exhibitor Kit



2019 REGIONAL CONFERENCE of MBAs RESIDENTIAL

HARRAH'S CONFERENCE CENTER
April 9-10, 2019



QUICK FACTS

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: **Tuesday, March 26, 2019**

EXHIBITOR MOVE-IN

TUESDAY

APRIL 9, 2019

10:00 AM - 6:00 PM

SHOW HOURS

TUESDAY

APRIL 9, 2019

7:00 PM - 9:00 PM

WEDNESDAY

APRIL 10, 2019

12:00 PM - 5:00 PM

EXHIBITOR MOVE-OUT

WEDNESDAY

APRIL 10, 2019

5:00 PM - 7:00 PM

Move-Out Note: All carriers must check in no later than **6:00 PM, Wednesday, April 10, 2019** or freight will be shipped via LibertyCFS Inc's terms/7 business day standard ground service.

BOOTH EQUIPMENT:

Each booth will be provided with an 8' BURGUNDY & WHITE background drape and 42" BURGUNDY side divider drapes, 1 - 6' BURGUNDY draped table, 2 chairs, a wastebasket and booth ID sign.

CARPET COLOR:

The booth area and the aisles will be carpeted in HOTEL MULTI-COLORED carpet. You may carpet your booth area in any offered color, please see the enclosed Carpet Rental Order Form.

ADVANCE WAREHOUSE:

c/o AEX Convention Services

2019 Regional Conference of MBAs Residential

Exhibiting Company Name / Booth Number

3093 English Creek Avenue, Egg Harbor Township, NJ 08234

No delivery appointment required. Warehouse hours: 9:00 AM - 3:00 PM

Materials should be shipped to ARRIVE at our warehouse **NO LATER THAN Friday, April 5, 2019**. Any shipments received more than 30-days prior to the Move-In or after **Friday, April 5, 2019** will incur additional charges.

DIRECTLY TO FACILITY:

Waterfront Conference Center Loading Dock

2019 Regional Conference of MBAs Residential

Exhibiting Company Name / Booth Number

c/o AEX Convention Services

777 Harrah's Blvd, Atlantic City, NJ 08401

Shipments will be received at the exhibit facility ONLY on: **Tuesday, April 9, 2019 between 10:00 AM - 6:00 PM**

ASSISTANCE:

If you have any questions or would like assistance, please call our office at (609) 272-1600.

WE APPRECIATE YOUR BUSINESS!



OFFICIAL SUPPLIERS

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

AEX CONVENTION SERVICES

Administrative Offices
3089 English Creek Ave.
Egg Harbor Twp., NJ 08234
Phone: (609) 272-1600
Fax: (609) 272-1680
orders@aexservices.com

ADVANCE WAREHOUSE

AEX Convention Services
c/o Warehouse Manager
3093 English Creek Ave.
Egg Harbor Twp., NJ 08234
Phone: (609) 272-1600
Fax: (609) 272-1680

AIR, GROUND & VAN LINE FREIGHT SERVICES

LibertyCFS, Inc.
Phone: (905) 338-3993
Fax: (905) 338-1092

SHOW MANAGEMENT

The Mortgage Bankers Association of New Jersey
1460 US Highway 9 North, Ste. 301
Woodbridge, NJ 07095
Phone: (732) 596-1619
Fax: (732) 596-1625

FLORAL SERVICE

AEX Convention Services
Phone: (609) 272-1600
Fax: (609) 272-1680

SPECIALTY FURNITURE SERVICE

AEX Convention Services
Phone: (609) 272-1600
Fax: (609) 272-1680

ELECTRICAL SERVICE, BOOTH LIGHTING, INTERNET & WIRELESS INTERNET SERVICE

HARRAH'S CONFERENCE CENTER

Encore Event Technologies
1900 Pacific Avenue
Atlantic City, NJ 08401
Phone: (609) 340-2249
Fax: (609) 340-2291





Authorization and Agreement

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

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FORM MUST BE COMPLETED IN ITS ENTIRETY TO PROCESS ANY ORDER

☐ Personal Credit Card ☐ Corporate Credit Card

PRINT Name on Card: _____

PRINT Card Billing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: () _____ Fax Number: () _____

Account Number: *Charge to:* ☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER

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Exp. Month & Year: _____ / _____

Advance charges may be paid by company check or credit card. A credit card guarantee is required regardless of the method of payment. No checks will be accepted at show site. You agree to allow us to charge the above credit card (including past due) if the full balance has not been paid. At the conclusion of the show, and upon your request, a complete invoice (subject to revisions for move-out labor, etc.) will be prepared and given to you reflecting all charges and payments. By signing below, the Cardholder acknowledges receipt of goods and or services in the amount of such invoice and agrees to perform the obligations set forth in the Cardholder's Agreement with the issuer. Refunds cannot be given after the close of the event on items or services ordered but not received. Orders cancelled before set-up will receive a 50% refund. No refund can be provided once installation begins. Accounts past due are subject to a monthly charge of 1.5% (annual rate 18%) and all costs of collections including reasonable attorneys' fees. Rental items are only for the Exhibiting entity who has properly completed our rental forms and may not be sub-rented, "loaned" or given to other Exhibitors. If you do not need items rented or provided in a package, please contact AEX for removal. Booth inventory is conducted daily and items not rented from AEX will either be removed or charged to the Exhibiting company with improper possession.

Please total all forms, add tax as appropriate and supply an "*estimated*" total \$ _____

Confirm via:

E-mail: _____

You must sign the Authorized Signature line below for orders to be processed

You and your organization agree to all terms and conditions on the front and back of all forms, including AEX Convention Services Limits & Liabilities and Terms & Conditions.

Company Name: _____ Booth#: _____

Authorized Signature: _____

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY

The terms and conditions set forth below become a part of the Contract between Atlantic Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

Exhibitor's Materials are delivered to Atlantic Exposition Service's Advance Warehouse or to an Event site for which it is the contractor.

The Payment Authorization Form is accepted or signed.

An order for labor, services and/or rental equipment is placed by Exhibitor with Atlantic Exposition Services, Inc.

Work is performed on behalf of Exhibitor by labor secured through Atlantic Exposition Services, Inc.

DEFINITIONS

For purposes of this Contract, Atlantic Exposition Services, Inc., D/B/A AEX Convention Services ("AEX") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors AEX may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of AEX except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. A 50% restocking fee will be applied to all AEX rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If services have already been provided at the time of cancellation, price will remain at 100% of original charge. If the show or event is canceled because of reasons beyond AEX's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. AEX will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise AEX of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, AEX requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, AEX requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by AEX shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and AEX relative to any loss, damages, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to AEX for its services, as an offset against the amount of any alleged loss or damages. Any claim against AEX shall be considered a separate transaction, and shall be resolved on its own merits. AEX reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that AEX may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, AEX hereby provides notice that it reserves the right, and Exhibitor authorizes AEX, to continue to attempt to secure payment through that or any other Exhibitor(s) credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF AEX – RESPONSIBILITIES:

AEX shall be responsible for the performance of labor provided under this option. AEX does not assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under AEX's direct supervision and control. In no event shall AEX be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. AEX shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond AEX's reasonable control.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of Exhibitor to supervise labor secured through AEX in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with AEX's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with AEX representative to pick up/signout labor and to AEX Representative to release/sign in labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend AEX from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to AEX employees, and/or property damage arising out of work performed by labor provided by AEX but supervised by Exhibitor. Further, the Exhibitor's indemnification of AEX includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by AEX to work in a manner that violates any of the above rules, regulations, and/or ordinances.

FREIGHT

1. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. AEX will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's booth at show site. AEX highly recommends the securing of security services from facility or show management.
2. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. AEX will not be responsible for any loss, damage, theft, or disappearance of Exhibitor's materials before same have been picked up for reloading at the conclusion of the event. AEX highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to AEX by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to AEX and the actual count of such items in the booth at the time of pickup.
3. **PACKAGING & CRATES** – AEX shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, AEX shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
4. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the Exhibitor or its representative. All previous labels must be removed or obliterated. AEX assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without AEX labels; improper information on the empty labels. AEX will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.
5. **DELIVERY TO THE CARRIER FOR RELOADING** – AEX assumes no responsibility for loss, damages, theft, or disappearance of Exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. AEX loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. AEX assumes no responsibility for loss, damage, theft or disappearance of Exhibitor's materials that arises out of improperly loaded materials.
6. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, AEX shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall AEX be responsible for any loss resulting from such rerouting designation.
7. **AEX'S RESPONSIBILITIES** – AEX shall be responsible only for those services which it directly provides. AEX assumes no responsibility for any persons, parties, or other contracting firms not under AEX's direct supervision and control. AEX's performance hereunder is subject to, and AEX shall not be responsible for loss, delay, or damages due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond AEX's reasonable control, nor for ordinary wear and tear in the handling of materials.
8. **INSURANCE** – It is understood that AEX is not an insurer. Insurance on exhibit materials, if any, shall be obtained by Exhibitor in amounts and for perils determined by Exhibitor. Exhibitor agrees to provide AEX with a release of subrogation to the extent of any insurance settlement received.
9. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to AEX immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition (for purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site of from AEX's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against AEX more than one (1) year after the date of loss or damage occurred.
 - a) **Maximum Recovery.** If found liable for any loss, AEX's sole and exclusive maximum liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less.

b) Breach of Contract and/or Negligence only. AEX's liability shall be limited to any loss or damage which results solely from AEX's negligence in the actual physical handling of the items comprising Exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall AEX be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortious conduct, failure of the equipment or services of AEX or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if AEX has been advised or had notice of the possibility of such damages, or for any damages caused by Exhibitor's failure to perform Exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

c) Lien. Exhibitor grants AEX a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of AEX and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by AEX on its behalf, services performed, materials and/or labor from time to time provided by AEX to or for the benefit of Exhibitor ("Obligations"). AEX shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that AEX is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. AEX may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

10. DECLARED VALUE - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of AEX's liability stated herein. AEX will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions neither to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

11. JURISDICTION / ARBITRATION - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Atlantic County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. INDEMNIFICATION - Exhibitor agrees to indemnify and forever hold harmless AEX and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through AEX, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of AEX's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

13. DRIVER LIABILITY WAIVER in consideration of AEX permitting entrance to the premises you, your employer, the owner of the truck and/or equipment that you are operating (Truckowner) and you as agent of your employer and the truckowner, hereby assume all risk of injury or harm to yourself and others and damage to your property and property belonging to your employer or others arising from your activities while being permitted to enter the premises. You agree to enter at your own risk. You have full knowledge of any risk involved in this activity. You recognize the hazards and are aware of all the rules for safe operation. Your employer, the truckowner, and you agree to indemnify and hold harmless AEX, its employees, officers, directors, agents, assigns, affiliated companies and related entities, against any and all liability, actions, claims, and damages of any kind whatsoever arising from your activities while being permitted to enter the premise.

14. WAIVER & RELEASE - Exhibitor, as a material part of the consideration to AEX for all rentals & services, including material handling services, waives and releases all claims against AEX with respect to all matters for which AEX has disclaimed liability pursuant to the provisions of this Contract.

15. SEVERABILITY - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

16. NO ORAL MODIFICATION OR WAIVERS. The terms herein may not be modified or waived orally, but only by an instrument in writing signed by the party against which enforcement of the modification or waiver (as the case may be) is sought.



FURNITURE RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

FURNITURE

Description	Discount	Standard	Qty.	Total
Plastic Side Chair	\$51.50	\$72.00		
Padded Side Chair	\$66.00	\$92.50		
Padded Arm Chair	\$73.75	\$103.25		
Padded Counter Stool	\$80.00	\$112.00		
Cocktail Table 18"H	\$89.50	\$125.25		
Cocktail Table 30"H	\$106.50	\$149.00		
Cocktail Table 42"H	\$126.00	\$176.50		
Literature Rack	\$173.75	\$243.25		
Security Cage	\$335.50	\$469.75		
Wastebasket	\$18.50	\$26.00		
Easel	\$37.50	\$52.50		
Chrome Sign Frame (22"W x 28"H)	\$62.50	\$87.50		
Waterfall Clothes Rack	\$57.00	\$79.75		
Chrome Stanchion	\$37.50	\$52.50		
Chrome Bag Holder	\$58.50	\$82.00		
Chrome Clothes Tree	\$58.50	\$82.00		
White/Silver Plastic Chain(/ft.)	\$4.75	\$6.75		
Crossbar	\$26.00	\$36.50		
Upright with Base	\$31.50	\$44.00		
6'Garment Rack w/Wheels	\$62.25	\$87.25		

DISPLAY TABLES (Price includes top covered with white plastic and 3 sides draped)

Description	Discount	Standard	Qty.	Total
4'L x 24"W x 30"H	\$120.00	\$168.00		
4'L x 24"W x 42"H	\$161.00	\$225.50		
6'L x 24"W x 30"H	\$145.00	\$203.00		
6'L x 24"W x 42"H	\$193.25	\$270.50		
8'L x 24"W x 30"H	\$168.25	\$235.50		
8'L x 24"W x 42"H	\$209.25	\$293.00		
4th Side Drape 30'	\$54.50	\$76.25		
4th Side Drape 42'	\$62.25	\$87.25		

Please select color:

- ☐ Burgundy ☐ Gray
☐ Blue ☐ Gold
☐ Teal ☐ Green
☐ Black ☐ White
☐ Purple ☐ Red
☐ Show Color

Undraped Tables are 25% off of draped rate. (Circle size above)

DRAPES (Drape per linear foot)

Description	Discount	Standard	Qty.	Total
8' Background Drape / lin. ft.	\$22.00	\$30.75		
Side Rail Drape 42h. / lin. ft.	\$16.75	\$23.50		

Please select color:

(For background & side rail drape only)

- ☐ Burgundy ☐ Gray
☐ Blue ☐ Gold
☐ Teal ☐ Green
☐ Black ☐ White
☐ Purple ☐ Red

TABLETOP RISERS -12w x 8h (Covered in white plastic)

Description	Discount	Standard	Qty.	Total
4' Long, Single Step	\$57.25	\$80.25		
6' Long, Single Step	\$73.50	\$103.00		

FURNITURE ORDER TOTAL: \$ _____

Company Name: _____ **Booth#:** _____

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.




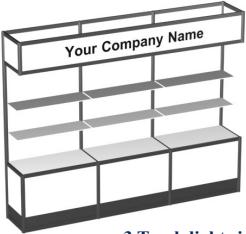
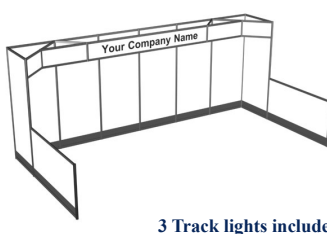
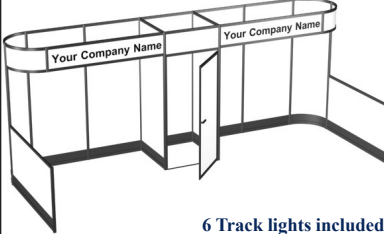
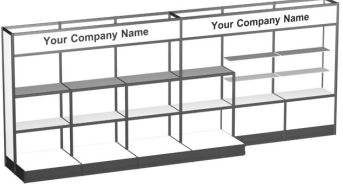
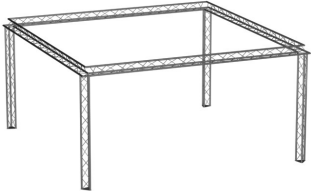
STANDARD MODULAR EXHIBIT RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

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(#1) Curved Tabletop Pop-up  \$562.50 Silver Velcro Compatible with (1) spotlight. Table Not Included.	(#2) Pop-up Display  \$1,120.50 10' wide x 8' high Velcro Compatible with (2) spotlights	(#3) 10' x 10' Hard Wall Exhibit  \$2,121.75 3 Track lights included	(#4) 10' x 10' Counter Exhibit  \$2,413.50 3 Track lights included
(#5) 10' x 20' Exhibit  \$3,713.25 3 Track lights included	(#6) 10' x 20' Curved Exhibit  \$3,978.50 6 Track lights included	(#7) 10' x 20' Shelf Exhibit  \$4,349.75 6 Track lights included	(#8) 20' x 20' Truss Unit  \$4,349.75 Truss Available in Various Sizes and Configurations

NOTE: Above prices include delivery, installation and removal. Please see our Furniture and Carpet Rental Order Forms if you would like to order carpet or furniture.

- ❖ **Additional Lights** Qty. _____ Light @ \$31.50 each = \$ _____
- ❖ **Additional Hardware Shelves** Qty. _____ Shelves @ \$18.50 each = \$ _____
- ❖ **Slatwall Per Panel** Qty. _____ Slatwall @ \$124.75 each = \$ _____
- ❖ **Units 3, 5, 6, & 7 are provided in white hard wall unless colored or Velcro compatible panels are ordered.**
- ☐ Red ☐ Blue ☐ Black ☐ Gray Qty. _____ Colored panels @ \$37.75 each = \$ _____
- Qty. _____ Velcro panels @ \$62.50 each = \$ _____
- ❖ **Matching counters 42H x 21L x 40W** Qty. _____ Counters @ \$185.75 each = \$ _____
- ❖ **Standard signage is black letters on a white background.**

PRINT SIGN TEXT BELOW:

- ❖ **If you require a Custom Exhibit Design not shown above, please call (609) 272-1600**
- ❖ **Electric service IS NOT included. Please make arrangements in advance with exhibit facility.**

Unit# _____ Unit Price \$ _____

Add 30% if ordered after deadline \$ _____

SUBTOTAL, MODULAR EXHIBIT RENTAL ORDER \$ _____

☐ **YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.**

Company Name: _____ **Booth#:** _____



CARPET RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

STANDARD BOOTH CARPET (Standard booth carpet is not available for Island Booths. Please see the Cut & Lay carpet below.)

Description	Discount	Standard	Total
9'x 10'	\$159.00	\$222.50	\$ _____
9'x 20'	\$318.00	\$445.00	\$ _____
9'x 30'	\$477.00	\$667.50	\$ _____
9'x 40'	\$636.00	\$890.00	\$ _____

Please select color:

- ☐ Black ☐ Gray ☐ Burgundy
☐ Teal ☐ Green
☐ Blue ☐ Red
☐ Tuxedo Black/White

Over 9'x 40' available pro rata.

This carpet is not designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete exhibit area carpet is desired, see cut & lay section below.

- ☐ Add padding with the purchase of Rental Carpet for \$68.00 per 10'x 10' booth space.
☐ Add protective plastic covering with the purchase of Rental Carpet for \$54.50 per 10'x 10' booth space.

Number of 10'x 10' Booth Space(s) _____ x \$68.00 = _____

Number of 10'x 10' Booth Space(s) _____ x \$54.50 = _____

CUT & LAY CARPET (100 sq. ft. Minimum Order)

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Discount	Standard
\$4.50/sq.ft.	\$6.25/sq.ft. = \$ _____

Please select color:

- ☐ Black ☐ Gray ☐ Burgundy
☐ Teal ☐ Green
☐ Blue ☐ Red
☐ Tuxedo Black/White

PLUSH CARPET (Subject to availability)

Complete Area Size: _____ Ft. x _____ Ft. = _____ Sq. Ft. @

Description	Discount	Standard
34 oz.	\$6.00/sq.ft.	\$8.50/sq.ft. = \$ _____
50 oz.	\$7.50/sq.ft.	\$10.50/sq.ft. = \$ _____

Please select color:

- ☐ Dusty Rose ☐ Light Teal ☐ Toast
☐ Ivory ☐ Cream ☐ Sandstone
☐ Baby Blue ☐ Sky Blue ☐ Navy
☐ Misty Gray ☐ Silver Mist ☐ Gun Metal
☐ Cherry Red ☐ Burgundy
☐ Forest Green ☐ Ebony

Order must be received at least two weeks prior to the show.
Custom carpet is a luxurious 34 oz. or 50 oz. Carpet available in assorted decorator colors.

(All prices include installation and removal) **SUBTOTAL CARPET RENTAL ORDER: \$ _____**

- ☐ **YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.**

Company Name: _____ **Booth#:** _____



PEGBOARD/TACKBOARD RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

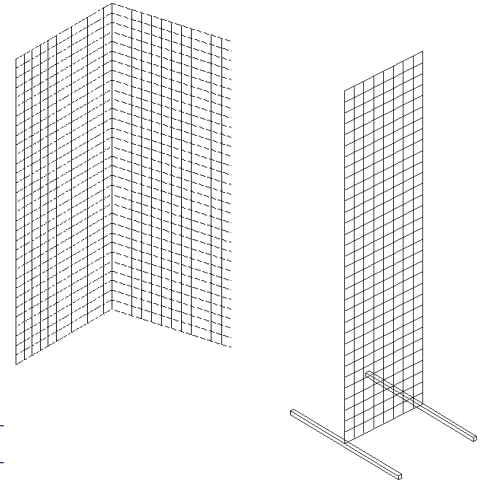
Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

GRID WALL

Each panel is 2' x 8' with a 3" x 3" grid.

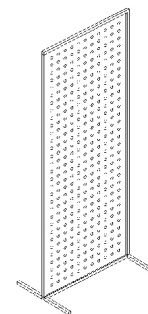
At least two panels are needed to be free standing without the use of feet.



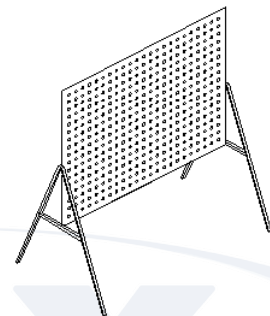
Description	Discount	Standard		Total
_____ without feet	\$62.25	\$87.25	each =	\$ _____
_____ w/feet	\$93.25	\$130.50	each =	\$ _____

☐ WHITE PEG BOARD *(Shown on the right)*

Description	Discount	Standard	Qty.	Total
Style A - 2'w x 8'h Panel	\$124.00	\$173.50	_____	\$ _____
Style A - 4'w x 8'h Panel	\$180.00	\$252.00	_____	\$ _____
Style B - 8'w x 2'h Panel	\$124.00	\$173.50	_____	\$ _____
Style B - 8'w x 4'h Panel	\$180.00	\$252.00	_____	\$ _____
Style C - 10'w x 8'h Panel	\$709.50	\$993.25	_____	\$ _____
Peg Board Shelving 4' long	\$38.25	\$53.50	_____	\$ _____



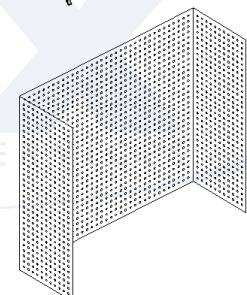
Style A
Vertical to Floor



Style B
Horizontal off Floor
(30" Off the Floor)

☐ TACK BOARD *(Not displayed)*

Description	Discount	Standard	Qty.	Total
Style A - 2'w x 8'h Panel	\$124.00	\$173.50	_____	\$ _____
Style A - 4'w x 8'h Panel	\$180.00	\$252.00	_____	\$ _____
Style B - 8'w x 2'h Panel	\$124.00	\$173.50	_____	\$ _____
Style B - 8'w x 4'h Panel	\$180.00	\$252.00	_____	\$ _____
Style C - 10'w x 8'h Panel	\$709.50	\$993.25	_____	\$ _____



Style C
2' Returns

SUBTOTAL GRID WALL, PEG BOARD & TACK BOARD ORDER: \$ _____

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: _____ Booth#: _____



MATERIAL HANDLING ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

MATERIAL HANDLING RATES - ROUND-TRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND ROUND UP TO THE NEXT 100 LBS. THESE RATES ARE SUBJECT TO SURCHARGE (See Below).
SHIPMENTS RECEIVED WITHOUT BILLS OF LADING, SUCH AS UPS OR FED EX WILL BE DELIVERED TO THE BOOTH WITHOUT GUARANTEE OF PIECE COUNT OR CONDITION.
CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE AEX CONVENTION SERVICES' ESTIMATED WEIGHTS.

RATE PER 100 LBS. (200 LB. MIN.)
(CWT - 100 lbs.)

Description	Receiving	Overtime In or Out	O.T. In / O.T. Out
A1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Advance Warehouse	\$147.75 per cwt. \$295.50 minimum	\$197.00 per cwt. \$394.00 minimum
A2 - VAN LINES (Irregular route carrier)	Advance Warehouse	\$221.25 per cwt. \$442.50 minimum	\$295.00 per cwt. \$590.00 minimum
B1 - ON TIME Crated or Skidded shipments (LTL Carriers with established local terminals)	Convention Site	\$135.75 per cwt. \$271.50 minimum	\$181.00 per cwt. \$362.00 minimum
B2 - VAN LINES and loose and uncrated shipments (Irregular route carrier)	Convention Site	\$198.75 per cwt. \$397.50 minimum	\$265.00 per cwt. \$530.00 minimum
C - *Small Package Rates	Convention Site	\$35.00	\$46.25

*Small Package Rates - A shipment totaling any number of pieces with a combined weight not to exceed 20 lbs that is received on the same day, from the same shipper & delivered by the same carrier.

(S.T. = Straight Time / O.T. = Overtime)

A transfer fee of \$125.00 + \$12.00 per cwt. will apply for all shipments going to AEX Convention Service's Warehouse for pick-up by outside carriers.

Overtime Rates will apply if:

- Inbound vehicles arrive at the dock weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays
- Outbound vehicles are loaded weekdays prior to 8:00 AM or after 3:00 PM or anytime Saturday, Sunday and Holidays.
- Warehouse freight is moved onto the show floor on overtime due to scheduling.

A 50% surcharge will apply if: freight is received after the "last day accepted" for Advance warehouse shipments or outside indicated times to the convention site.

Estimated charges for material handling..... lbs. x per cwt. = \$
Estimated Weight Estimated Rate Total Estimated Material Handling

SUBTOTAL MATERIAL HANDLING ORDER: \$

☐ **YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%**

Company Name: **Booth#:**



DIRECT SHIPMENT

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

DIRECT SHIPMENT TO THE HARRAH'S AC

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**Waterfront Conference Center Loading Dock
2019 REGIONAL CONFERENCE of MBAs
RESIDENTIAL
C/O AEX CONVENTION SERVICES
777 HARRAH'S BLVD
ATLANTIC CITY, NJ 08401**

Deliver ONLY on: **Tuesday, April 9, 2019 between 10:00 AM-6:00 PM**

DIRECT SHIPMENT TO HARRAH'S AC

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**Waterfront Conference Center Loading Dock
2019 REGIONAL CONFERENCE of MBAs
RESIDENTIAL
C/O AEX CONVENTION SERVICES
777 HARRAH'S BLVD
ATLANTIC CITY, NJ 08401**



ADVANCE WAREHOUSE SHIPPING

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AEX CONVENTION SERVICES
2019 REGIONAL CONFERENCE of MBAs
RESIDENTIAL
3093 ENGLISH CREEK AVENUE
EGG HARBOR TOWNSHIP, NJ 08234**

Deliver NO LATER than: **Friday, April 5, 2019**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

Check In by 2pm

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
Name of Exhibitor

Booth: _____

**AEX CONVENTION SERVICES
2019 REGIONAL CONFERENCE of MBAs
RESIDENTIAL
3093 ENGLISH CREEK AVENUE
EGG HARBOR TOWNSHIP, NJ 08234**

Deliver NO LATER than: **Friday, April 5, 2019**

Receiving 9:00 AM - 3:00 PM, Monday-Friday

Check In by 2pm



LABOR SERVICE FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

☐ **PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING** (see next page for important shipping information)

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet.

Our cost for this service is 35% of your total labor bill (\$35.00 minimum).

This service provides our expert supervision and saves the expense and productive time of your own personnel.

Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

☐ **PLAN B: EXHIBITOR'S SUPERVISION**

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per laborer ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER PERSON, 1 HOUR INCREMENTS THEREAFTER

PLEASE NOTE: LIGHTS, ELECTRIC MOTORS AND OTHER ELECTRICAL COMPONENTS REQUIRE THE USE OF ELECTRICIAN LABOR. IF NECESSARY, YOU WILL BE CHARGED ACCORDINGLY.

	<u>Discount</u>	<u>Standard</u>
<u>Straight Time</u> (Monday through Friday between 8 am - 4:30 pm)	\$101.75 per hour	\$142.50 per hour
<u>Overtime</u> (Monday through Friday before 8 am and after 4:30 pm and anytime Saturday or Sunday)	\$152.75 per hour	\$213.75 per hour
<u>Double Time</u> (Anytime on Holidays)	\$203.50 per hour	\$285.00 per hour

Starting time can be guaranteed only in those instances where workers are requested for the start of published move-in times (usually 8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

	Estimated Hours	Start Date	Start Time	Estimated Finish Time	# of Laborers	Rate	AEX Supervision	Estimated Total Cost
Installation								
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show. All labor provided at show site but not ordered in advance, will be charged at the standard rate.

SUBTOTAL ESTIMATED LABOR SERVICE ORDER: \$ _____

☐ **YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.**

Company Name: _____ **Booth#:** _____



SUPERVISED INSTALLATION AND DISMANTLE INFORMATION SHEET

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: **Tuesday, March 26, 2019**

COMPLETE THIS FORM ONLY IF YOU HAVE SELECTED

Plan A: Professionally Supervised Installation and Dismantle

*This information is required in order to ensure proper
supervision and installation of your display.*

Freight is arriving at ☐ Warehouse ☐ Show Site Loading Dock
Date Shipped: _____ Via: _____ (freight carrier)
Display shipped from: _____ (address)
of Crates: _____ # of Cartons: _____ Estimated Weight: _____
Display Includes: _____
Booth carpet in shipment? ☐ Yes ☐ No
Set-up instructions: ☐ Attached to this order ☐ With display

RETURN SHIPPING:

Return Display to the following address:

Via: _____ (carrier)

YOU MUST COORDINATE/SCHEDULE YOUR OUTBOUND SHIPMENT In the event your selected carrier fails to arrive by the designated move-out time, please select and initial one of the following options. If no option is selected, we will re-route the shipment accordingly via our house carrier. 1. _____ Re-route via contractors choice. 2. ☐ Transfer to warehouse at exhibitor's expense.

EMERGENCY CONTACT AT SHOW SITE:

Name: _____ Arrival Date: _____
Hotel: _____ Telephone: _____



FORKLIFT AND RIGGING ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

**ONLY USE THIS FORM FOR HEAVY OR LARGE ITEMS THAT MUST BE EXACTLY PLACED
WITHIN YOUR EXHIBIT WITH THE USE OF A FORKLIFT**

(e.g. large header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)

Please complete the Material Handling Form for unloading and moving freight to your booth.

PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING

LET US DO THE WORK FOR YOU - YOU WALK AWAY!

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet.

Our cost for this service is 35% of your total labor bill (\$35.00 minimum).

This service provides our expert supervision and saves the expense and productive time of your own personnel.

Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

PLAN B: EXHIBITOR'S SUPERVISION

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per crew ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). **ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.**

LABOR RATES: 1 HOUR MINIMUM PER CREW, 1 HOUR INCREMENTS THEREAFTER

	<u>Discount</u>	<u>Standard</u>
Straight time (8:00 am to 4:30 pm, Monday through Friday):	\$386.00 hr/crew	\$540.50 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):	\$579.00 hr/crew	\$810.50 hr/crew
Double Overtime (Anytime on Holidays):	\$772.00 hr/crew	\$1,080.75 hr/crew

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

	# of Rigging Crews	Start Date	Start Time	Estimated Finished Time	Estimated Hours	Rate	AEX Supervision	Estimated Total Cost
Installation								
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ _____

☐ **YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.**

Company Name: _____ **Booth#:** _____



EAC/Third Party Billing

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

To: AEX Services

Please be advised that we will be using an independent contractor of our own choosing to perform installation/dismantle labor services at the HARRAH'S CONFERENCE CENTER .

Third Party/Display House:

Address: _____

City : _____ State: _____ Zip: _____

Contact: _____

Phone Number: _____ Booth Number: _____

Your Name: _____ Your Signature: _____

Date: _____

Display house must also provide a Certificate of Insurance to AEX

	Exhibitor will pay	Third Party will pay	
Furniture	<input type="radio"/>	<input type="radio"/>	\$ _____
Carpet	<input type="radio"/>	<input type="radio"/>	\$ _____
Labor	<input type="radio"/>	<input type="radio"/>	\$ _____
Cleaning	<input type="radio"/>	<input type="radio"/>	\$ _____
Freight	<input type="radio"/>	<input type="radio"/>	\$ _____
Utilities	<input type="radio"/>	<input type="radio"/>	\$ _____
Other Services	<input type="radio"/>	<input type="radio"/>	\$ _____



Acceptance of this third party billing is contingent upon:

An Authorization Form, the Insurance Form and return of the notification letter prior to the deadline date.

Company Name: _____ **Booth#:** _____



CLEANING SERVICE ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

USE THIS FORM TO ORDER CLEANING SERVICE WITHIN YOUR BOOTH SPACE AND FOR DEBRIS ACCUMULATED DURING SET-UP AND EXHIBIT HOURS.

All rental carpets ordered from AEX Convention Services are installed in clean condition.

VACUUMING

All rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

Please check preference below:

- ☐ One Time Vacuum carpet before initial opening of event
☐ Daily Vacuum carpet before initial opening of event and daily thereafter

Discount	Standard
\$.36/sq. ft.	\$.50/sq. ft.
\$.31/sq. ft./day	\$.43/sq. ft./day

Exhibit Space: _____ ft (x) _____ ft = _____ sq. ft. (x) \$ _____ (x) _____ = \$ _____
(100 sq. ft. minimum) rate per sq. ft. Days Total

PORTER SERVICE

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours. Discount Standard
\$167.75 \$234.75

Please check preference below:

- ☐ Daily ☐ Once (Specify Day) _____ Date: _____

Porter Service: _____ days (x) amount per day \$ _____ = Total \$ _____

SUBTOTAL ESTIMATED CLEANING ORDER: \$ _____

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: _____ Booth#: _____



GRAPHICS ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

Our Experienced Team is committed to providing accurate and professional trade show graphics using the most advanced equipment available.

Trade Show Booth Panels • Banners • Backlits • Posters • Signage • Floor Graphics

Full-Service Graphic Production

Looking for trade show graphics that will get you noticed? Why ship graphic materials to your show? We have full service graphic production capabilities that can meet your design and production needs and deliver the final product right to your booth! We'd be glad to take your graphic order and make it quick, make it easy and of course, make it big!

For more information call AEX Exhibitor Services at 609-272-1600.

☐ I AM SUPPLYING MY OWN ART

☐ I NEED ITEMS DESIGNED. SEE COPY AND LAYOUT SPECS BELOW.

FULL COLOR DIGITAL SIGNAGE

Description	Discount	Standard	Qty.	Total
14" x 22" Poster	\$31.00	\$43.50	_____	_____
14" x 44" Poster	\$55.50	\$77.75	_____	_____
22" x 28" Poster	\$61.00	\$85.50	_____	_____
28" x 44" Poster	\$110.00	\$154.00	_____	_____

FULL COLOR DIGITAL BANNERS

Description	Discount	Standard	Qty.	Total
3' x 6'	\$180.00	\$252.00	_____	_____
3' x 8'	\$242.50	\$339.50	_____	_____
4' x 8'	\$311.00	\$435.50	_____	_____
Grommets	\$3.25	\$4.75	_____	_____
Pole Pockets	\$7.50	\$10.50	_____	_____

CUSTOM SIZE GRAPHICS

SIZE	QUOTED PRICE	TOTAL
_____	_____	_____

COPY AND LAYOUT SPECIFICATIONS

Indicate: _____ Vertical or _____ Horizontal (Please attach a layout to this for if necessary)

E-mail address for proofing is required: _____

(Please note: Deadline for requesting a proof is 10 days prior to the first day of installation)

- E-mail graphic files to orders@aexservices.com. Please include your company name and the name of the show.

SUBTOTAL GRAPHICS ORDER: \$ _____

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.

Company Name: _____ **Booth#:** _____

AEX maintains a fully-equipped graphics shop that offers: Graphic Design, Large Format Printing, Backlit Graphics, Lamination, Vinyl Graphics, Vinyl Banners. For custom work and quotation, please call Exhibitor Services at 609-272-1600.



FLORAL RENTAL ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services
3089 English Creek Ave., Egg Harbor Township, NJ 08234
Fax: (609) 272-1680 • Phone: (609) 272-1600
Email: orders@aexservices.com

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

Deadline Date To Receive Discounted Rates: Tuesday, March 26, 2019

☐ SHOW SPECIAL \$202.75

Two 5' Green Plants and fresh floral centerpiece of seasonal flowers
(Must be ordered by deadline date)

Note: Exhibitors are responsible, up to one hour after the published closing time of the show, for safeguarding all rented plants, containers & materials until picked up by a floral representative. Missing material shall be billed to the exhibitor at twice the standard rental fee. Cut flowers may be kept.

Blooming Potted Plants - Indicate Color Selection

Description

Azaleas - Available in season

Chrysanthemums - White/Yellow/Bronze/Purple

Discount

\$45.00

\$30.00

Standard

\$63.00

\$42.00

Qty.

Total

Tropical Green Plants - Circle Slim or Full

Description

Ferns - Floor/Hanging (please choose)

3 Ft. - Slim or Full

4 Ft. - Slim or Full

5 Ft. - Slim or Full

6 Ft. - Slim or Full

7 Ft. - Slim or Full

Discount

\$45.00

\$50.00

\$60.00

\$75.00

\$85.00

\$100.00

Standard

\$63.00

\$70.00

\$84.00

\$105.00

\$119.00

\$140.00

Qty.

Total

Flower Arrangements - Indicate Color, Style and Price

Description

Arrangement in Wicker Basket

Small

Medium

Large

Vase Arrangement

Small

Medium

Large

Centerpiece

(Select: tall or low and one side or all-sided)

Small

Medium

Large

Exotic Arrangement

(Birds of Paradise, Anthurim, etc.)

Small

Medium

Large

Discount

\$75.00

\$100.00

\$150.00

\$75.00

\$100.00

\$150.00

\$75.00

\$100.00

\$150.00

\$75.00

\$100.00

\$150.00

Standard

\$105.00

\$140.00

\$210.00

\$105.00

\$140.00

\$210.00

\$105.00

\$140.00

\$210.00

\$105.00

\$140.00

\$210.00

Qty.

Total

Rose Arrangements - Indicate Color, Style and Price

Description

Color: _____

Discount

\$80.00

Standard

\$112.00

Qty.

Total

To ensure your floral request, please order no later than 4 days prior to show opening. Orders after that time will be on available basis only.

Due to the seasonal nature of flowers, please indicate your phone number and contact person so that we may confirm your order and let you know what is in season.

Phone: (____) _____ Contact: _____

TOTAL FLORAL RENTAL ORDER: \$ _____

☐ YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%.



UNION JURISDICTIONS AND RULES

Show Name: 2019 Regional Conference of MBAs Residential

Show Dates: April 9-10, 2019

ATLANTIC CITY HOTEL(S)

Trade shows and events held in ATLANTIC CITY HOTEL(S) are subject to union jurisdictions that affect exhibitors. You will find the jurisdictions are comparable, and in many cases more user friendly, than other union facilities. This outline is designed to assist you by answering the most frequently asked questions.

Freight & Material Handling

You may ship goods, via the carrier of your choice, to either AEX Convention Services' advance warehouse or direct to show site for arrival during the published receiving periods. Material Handling (drayage) is within the Decotor's union jurisdiction (unload, deliver, remove, and reload freight). Material Handling may be ordered using the "Material Handling Order Form" provided in the kit and is entirely distinct from shipping. Exhibitors may, at their option, handle their own freight using their own carts or dollies. Pallet jacks and motorized equipment is not permitted.

Furniture & Carpet

Furniture and carpet may be rented using the "Furniture Rental Order Form" and the "Carpet Rental Order Form" which are provided in the kit. The price includes union labor for delivery, installation, and removal.

Booth Erection & Dismantling

The Decorators union has jurisdiction over the erection and dismantling of displays and exhibits and may be hired to install exhibitor owned carpet, padding, flooring, hang signs, etc. Labor can be ordered using the "Labor Order Form" in the kit. Exhibitors may, at their option, erect and dismantle their own booths. Rigging crews may to be hired to move large machinery within booths and can be ordered using the "Forklift & Rigging Crew Order Form" provided in the kit. Exhibitors may supply their own flooring (carpet, carpet padding, tile, wood, etc.). However, all flooring must be installed and removed by AEX Convention Services' labor, using the "Labor Order Form" enclosed in the kit.

Electric

The ATLANTIC CITY HOTEL electrical staff handles electrical needs, connections and installation of powered signs and headers. Their services may be ordered directly from the facility using the form provided in the kit.

Tipping

AEX Convention Services requests that exhibitors do not tip our employees. They are paid an excellent wage scale denoting a professional status, and tipping is not necessary. This applies to all AEX Convention Services' employees and its subcontractors.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. AEX Convention Services is not responsible for injuries caused by improper use of it's furniture.

Please assist in our efforts to provide a safe working environment for everyone. If you would like additional information or how the jurisdictions may apply to you and your exhibit, please call AEX Convention Services at (609) 272-1600 for assistance.

LibertyCFS Inc.

Tel: 905-338-3993 ♦ Fax: 905-338-1092

The Liberty Advantage

Heading off to a tradeshow? Whether you are a seasoned professional or a first timer, LibertyCFS 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 Inc. offers complete worldwide air and sea freight forwarding services that are 100 % devoted to tradeshow and conventions. We design solutions, tailored to fit your shipping needs, be it across town, or across the continent

Transportation

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

- *Overnight*
- *2nd Day Service*
- *Economy Air*
- *International Freight Forwarding*

Exhibitor Services

Pre-Show Support

- Liberty 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 show-site
- On-call freight professionals, every day, all day, answering your questions and giving you peace of mind

Show-time Support

- Liberty people are on-site supervising the loading and un-loading 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 reverse side of this page or download it at www.libertycfs.com to order your freight services now. You may also speak to your LibertyCFS Exhibitor Services Representative at 905-338-3993

“Delivering Freedom”

Transportation Services



Please accept this form as your authority to provide Customs and/or Transportation services.

We wish to use LibertyCFS NV, Inc. for the following:

☐ Customs & Transportation ☐ Customs Only ☐ Transportation Only ☐ Return Only

Pick-up Location	Company			Destination	Exhibitor		Booth
	IRS # Tax ID				Show Name		
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		Address 3		
	Contact				City	State	Zip
	Phone		Fax		On-site Contact		Cell
Billing Address	<input type="checkbox"/> Shipper Other:			Return Freight to	<input type="checkbox"/> Shipper Other:		
	Address 1				Address 1		
	Address 2				Address 2		
	City	State	Zip		City	State	Zip
	Contact				Contact		
	Phone	Fax			PU Date Arrive by		
Credit Card	Card Number:				Charge to: <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX		
	Expiry Date:		Security Code:		E-mail Address:		
	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.				Card Holder Name		
					Signature		

Transportation Info

Pick up	Date	Hours - From	To
Delivery	Date	Time	
Description of Packages/Contents			
<input type="checkbox"/>	Cartons or Boxes	Dimensions (LxWxH)	
<input type="checkbox"/>	Vinyl Cases		
<input type="checkbox"/>	Wooden Crates		
<input type="checkbox"/>	Flat Pieces	Description of Goods	
<input type="checkbox"/>	Skids or Pallets		
<input type="checkbox"/>	Trunks		
<input type="checkbox"/>	Tubes	Weight	
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Total	<input type="checkbox"/> Pounds	<input type="checkbox"/> Kilos

Service Requested:

☐ Express ☐ Economy LTL 5-7 Day ☐ Overseas
☐ Inside Pickup ☐ Inside Delivery
☐ Liftgate for pickup ☐ Liftgate for delivery
☐ Other (Specify below)

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. Subject to the Terms and Conditions on reverse side the liability of Carrier for loss/damage is as stated below. LibertyCFS NV, INC charge 4% per \$1000. Min \$40.

Enter Amount \$ _____

FAA/DOT Security Approval: Known/Unknown
Shipper Security and Hazardous Material Declaration

I certify that this shipment does not contain any unauthorized explosives, destructive devices or hazardous materials. I consent to search of this shipment. I am aware that this endorsement and original signature, along with other shipping documents, will remain on file until this shipment is delivered. I also certify that the described materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of DOT

Signature _____

**Please note: When shipping to a second conference,
please complete a second form**

[Print Form](#)

Transportation & Customs



Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS OF CREDIT CARD:					
CITY:		STATE:		ZIP:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE CONTACT:	
ORDERED BY:		EMAIL ADDRESS:			
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:			
<small>BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED</small>					

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.		Installation cannot begin until order is finalized and payment method has been received	
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ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	24 HOUR POWER (EXAMPLE: REFRIGERATOR OR SERVER)	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$86.00	\$130.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$150.00	\$230.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$200.00	\$300.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$310.00	\$465.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			
PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS					
ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	24 HOUR POWER (EXAMPLE: REFRIGERATOR OR SERVER)	
208 VOLTS SINGLE PHASE 30 AMPS	\$395.00	\$590.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$640.00	\$960.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$980.00	\$1,475.00			
SUBTOTAL					
PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE					
ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 23% SERVICE FEE				23% SERVICE FEE	
ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR				MATERIAL AND SERVICES TOTAL	
LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00				LABOR TOTAL	
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE				6.625% Tax	
				GRAND TOTAL	

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto to the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/4/17

Booth Number:		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	CVV:
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS		Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$300.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth	\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays. Labor Is Included With Ordered Services - Labor Is Only Required For Services In Addition To What Is Ordered					
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				Services Total	
				10% Service Fee	
				Subtotal	
Equipment, Labor, & Service Fee are Taxable				6.625% Tax	
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION				GRAND TOTAL	

Harrahs Resort Atlantic City, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF HARRAHS RESORT ATLANTIC CITY Prices Subject to change without Notice

Rev 6/6/18

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

The logo for Encore Event Technologies, featuring the word "ENCORE" in a stylized, blue, sans-serif font. The letters are bold and modern, with a slight gap between the 'E' and 'N'.

rev. 1/4/17

Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	CVV:
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED					

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS		Installation cannot begin until order is finalized and payment method has been received	
WIRELESS INTERNET PACKAGES		Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
PACKAGE #1 UP TO 10 CONCURRENT DEVICES		\$1,000.00	\$1,250.00		
<small>Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.</small>					
PACKAGE #2 UP TO 25 CONCURRENT DEVICES		\$1,750.00	\$2,187.50		
<small>Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.</small>					
PACKAGE #3 UP TO 50 CONCURRENT DEVICES		\$3,500.00	\$4,375.00		
<small>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.</small>					
ADDITIONAL BANDWIDTH		\$1,000.00	\$1,250.00		
<small>Includes 5Mbps of additional bandwidth to the existing network/location.</small>					
ADDITIONAL 25 CONCURRENT DEVICES		\$1,000.00	\$1,250.00		
<small>Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.</small>					
ADDITIONAL COVERAGE AREA/SEPARATE LOCATION		\$1,000.00	\$1,250.00		
<small>Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.</small>					
CUSTOM SPLASH PAGE		CALL FOR PRICING			
<small>Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.</small>					
CUSTOM LANDING PAGE		CALL FOR PRICING			
<small>Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.</small>					
Technician Labor - Hourly Rate - Straight Time		\$100.00	\$125.00		
<small>* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.</small>					
NOC ENGINEER - Daily Rate		\$1,000.00	\$1,250.00		
NETWORK ENGINEER - Daily Rate		\$1,500.00	\$1,875.00		
<small>Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices</small>					
<small>Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.</small>					
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE					SERVICE TOTAL
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.					10% Service Fee
					SUBTOTAL
					LABOR FEE
					6.625% Tax
					GRAND TOTAL

Harrah's Resort Atlantic City and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:



BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/4/17